

Montgomery Community College



Spring 2015 Class Schedule



Mitchel Bowers commutes to MCC from Charlotte every day to take Gunsmithing classes. See some of the surprising places other Gunsmithing students come from on Page 19.



Summer Sneak Peek

Are you interested in taking advantage of our great summer courses? Do you need a reminder? No problem! In order to ensure you are well informed about our course offerings, as well as times and dates of the courses, the Continuing Education Department will take your contact information, e-mail, or call you and get you registered for your preferred class. Now that's customer service!

Below is a sneak peek of what we are offering this summer. If there is a course/subject matter you would like to see us offer, please contact Andrew Gardner at 910-576-6222, extension 532. Thank you for your interest in Montgomery Community College.

- **Business:** Customer Service, Communication, Supervision and Management
- **Career Planning & Development:** Job Search Tools and Strategies, Career Readiness Certificate
- **Computers:** Microsoft Word, Excel, PowerPoint, Access, and Outlook for MOS Certification; Quickbooks, Navigating GIS, Website Design, Basic Computer Skills
- **Financial:** Banking, Bookkeeping
- **Foreign Languages:** Spanish
- **Health Occupations:** Nursing Assistant I & II, CPR Training, EKG Technician
- **Mechanical:** Small Engine Repair
- **Notary Public Education:** Notary Public
- **Personal Interest:** Aroma Therapy and the Perfect Massage; Cake Decorating; Craft, Design & Socializing; Dance; Everything Herbs; Fitness Training; Multimedia Art; Off Road Vehicle Training; Pottery; Wine Making
- **Skilled Trades:** Electrical Technician, HVAC, Welding

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Registration Dates for Spring Semester Classes

Continuing Education Classes

Registration is going on now, up until the published class start date.
(Early registration is recommended. Classes may be canceled due to
insufficient enrollment.)

*Scholarships are available for many Continuing Education classes. To
determine eligibility, ask about financial aid at registration.*

Curriculum Classes

Late registration for new students
January 7

Spring Semester classes begin January 10
or as published in this schedule

About Continuing Education

Continuing Education is where many individuals get their start in college. Continuing Education provides short-term training courses or programs designed for those individuals seeking occupational skills training for certification acquisition or maintenance, a new career or job, seeking high school completion, or simply beginning or advancing their knowledge in a personal interest area. Continuing Education offers courses in computer skills, fire/rescue, public safety, health occupations, safety and fitness, foreign languages, green technology, and the industrial/manufacturing skilled trades. Additionally, Continuing Education offers courses for professionals in the insurance and real estate occupations whereby they can earn continuing education units (CEUs) required by the state of North Carolina to maintain certification.

How to Find the Classes You Want

- Are you interested in upgrading your current job skills or are you looking for new skills for a new job? Do you need to recertify your skills in your current occupation? Simply search the Table of Contents for the program or courses that meet your needs.
- Do you want to work on your reading, writing, or math skills? Do you want to work toward an Adult High School Equivalency Diploma (formerly GED®)? Then you need **Career and College Readiness**.
- Are you unemployed? Are you looking for classes designed to help you prepare for and find a job? Look for classes under **Career Planning & Development**.
- Do you want to take classes to satisfy a personal interest or just to have fun and meet new people? Then you need **Personal Interest**.
- Are you a business owner or are you interested in starting your own business? Are you looking for a resource that could help you on the job? Then you need the **Small Business Center**.
- Is English your second language? Do you want to become more proficient speaking English? Then you need **English as a Second Language**.

Not sure you fit any of these categories? Then please look at the class offerings in this publication. When you see one that fits your needs, call us! We'll be glad to help you.

Let us know what you need by contacting us at (910) 576-6222, extension 256.

Registration

You may register for a Continuing Education class anytime before a class is scheduled to begin. Classes without enough students to satisfy instructional costs will be canceled at the college's discretion, so we recommend early registration. For more information about registering for Continuing Education classes, please read the Frequently Asked Questions section.

Continuing Education office hours are 8:00 a.m. - 5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday. Please call (910) 576-6222, extension 255 or 256 for more information.

Frequently Asked Questions

• How old do I have to be before I can take a "Continuing Education" class?

Anyone 18 years of age or older who is not currently enrolled in public school is eligible to attend Adult Continuing Education classes. Persons 16-17 years old and still in school may enroll if they obtain a Covenant Enrollment Release Form signed by the principal of their high school.

• How do I register?

- Call the Continuing Education department at (910) 576-6222, extension 255 or 256.
- If you have a credit card, you may register by faxing your registration form with payment information to (910) 576-5162.
- No credit card? Either request a registration form or print one from our website, and mail the form with your payment.
- You can also come to the Continuing Education department in person to register.
- Payment is made at the time of registration.
- Advanced registration is required for all Continuing Education classes.
- If enrollment is not sufficient, the class will be canceled by the college at the registration deadline and fees will be reimbursed by the college.
- Financial aid is available for some classes. Please inquire at registration time about possible financial aid.

• What does the "(SS)" mean next to a course title?

"(SS)" means "Self-Supporting." Self-supporting courses are offered by the college at the request of the community. Registration fees vary depending upon the number of students enrolled. There are no fee exemptions for self-supporting courses and fees are non-refundable except in the case of course cancellation by the college.

• How much does it cost to take a class?

The registration fees for classes vary depending on the number of class hours. Some classes require textbooks, materials, lab fees or insurance. Fixed costs will be listed under "Fees" below each class. Where a textbook or other supplies are needed, every effort is made to announce this in the class description. Because supply needs are highly variable, they may not be listed for every class.

• What if I have to drop out of a class?

Students are eligible for a 100% refund if they withdraw from a class before the class begins, or if the class is canceled by the college. Students who withdraw after the class begins, but before 10% of the total number of class hours has been taught, may receive a 75% refund upon request. No refunds are permitted for Self-Supporting (SS) classes except if canceled by the college.

• May I take a class more than once?

Students may repeat any course at the regular registration fee. Students may take Occupational courses twice in five years at the regular registration fee; however, fees for additional repeats will be assessed for the full amount of the per-student cost for the class. Ask a Continuing Education representative for more information about repeating Occupational courses.

• Can I earn college credit for taking a class through Continuing Education?

In general, Continuing Education courses do not earn credit toward a degree; however, some classes are specifically designed to bridge into for-credit (curriculum) college programs. Also, the CEU serves as a unit to recognize an individual's participation in noncredit activities that meet the appropriate criteria. Ask a Continuing Education representative for more information about bridging classes or CEUs.

Business and Industry Training

Montgomery Community College's Continuing Education Department offers quality education and training courses for businesses, industries, agencies, non-profits, or other entities. The Continuing Education Department can provide training opportunities that are specifically designed to meet the training needs for your group in the following areas:

- Computer training ranging from basic to advanced applications
- Customer service
- Professional development for supervisors and managers
- Basic accounting software
- Pre-employment training

If your business, industry, agency, or group is interested in having a course or series of courses developed to meet your training needs, contact Robin Coates at 910-576-6222, extension 253 for more information.

Customized Industry Training

The Customized Training Program can assist business and industry to remain productive, profitable, and located within Montgomery County. It provides education, training and support services for new, expanding and existing business and industry in North Carolina. Its goal is to foster and support job growth, technology investment, and productivity enhancement for specified industries. The Customized Training Program is designed to make a difference in a company's bottom line, whether it is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

The Customized Training Program resources may support training needs assessment, instructional design, development and delivery. Montgomery Community College's Customized Training Program partners with an array of world-class training providers to offer:

- Training needs assessment
- Employee training on new processes, procedures, and technologies
- Lean Manufacturing
- Six Sigma
- Project management
- Statistical process control
- Hydraulics and pneumatics
- Electronics
- Preventive maintenance

If your industry is interested in developing a customized training plan, contact Robin Coates at 910-576-6222, extension 253 for more information.

Business Leadership Series

Small Business Management \$70 6-8 PM TTH 3/3-4/9 Rm 230

This course includes topics related to managing a small business: 1) planning, 2) leading, 3) organizing, 4) staffing, 5) controlling operations, 6) human resource functions including employee development, 7) elements of total quality management, 8) purchasing procedures, 9) inventory control, and 10) computerized operations.

Leadership Development \$70 9 AM-12 PM F 3/6-5/1 Rm 236

This course includes topics related to leadership development and supervisory skills: 1) planning, 2) organizing, 3) controlling, 4) directing, 5) communicating, 6) interpersonal skills, 7) team building, 8) decision-making strategies, 9) change management, 10) negotiating skills, 11) event planning, and 12) other related management skills.

Supervision and Management \$70 1-3 PM F 1/16-5/1 Rm 136

This course includes topics related to the qualities, behaviors, and personal styles exhibited by qualified supervisors and managers: 1) coaching, 2) counseling, 3) team building, and 4) employee involvement.

Career Planning and Development

*Career Planning and Retraining courses are fee waived for individuals who are unemployed, have received layoff notification, are working and earning 200% of federal poverty guidelines, or who meet federal earned income credit thresholds.

Career Exploration and Road Mapping \$180 9 AM-12 PM MW 1/12-4/29 Rm 143

Looking for a new direction? Assess who you are, where you're going, and whether you're on the right path to career success. This course will introduce career decision-making and planning processes. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; setting realistic career and educational goals; practicing the decision-making process; and reviewing basic job search skills such as completing applications, writing letters of application, developing and using resumes effectively, organizing a professional portfolio, and improving interviewing skills. Fees for this class are waived for students meeting income guidelines.*

Job Search Tools and Strategies \$180 9 AM-12 PM TTH 1/13-4/30 Rm 143

This course is designed to train individuals in effective job search techniques. Individuals will assess their job skills, will use that information to complete applications and to write resumes that market themselves to employers, will learn how to post and send resumes in electronic formats, and will practice interviewing strategies to sell themselves effectively. Fees for this class are waived for students meeting income guidelines.*

Career Readiness Certification (CRC) Preparation

This online program is a combination of academic and job skills preparation. Students may acquire the National Career Readiness Certificate (Bronze, Silver, Gold, or Platinum), as they pursue careers, a degree, or build technical skills. Each student will spend six to eight hours per week on improving academics and work-readiness skills. They will use the MCC Career Readiness Certification (CRC) Preparation online program, which is a comprehensive, easy-to-use, web-based curriculum to help individuals master the work-readiness skills they need to be successful in a changing workplace. Fees for this class are waived for students meeting income guidelines.*

CRC Preparation	\$70	Online	1/12-2/2
CRC Preparation	\$70	Online	2/9-3/2
CRC Preparation	\$70	Online	3/9-3/30
CRC Preparation	\$70	Online	4/7-4/28

Continuing Education Schedule of Classes

Ready to Work \$180 1-4 PM MW 1/12-5/16 Rm 21

This course is for the job seeker needing a flexible schedule. The focus of the course is preparing for the Career Readiness Certification exam, job seeking techniques, employability skills development, communication techniques, problem solving strategies, and understanding the impact of information technology in the workplace. Instruction is individualized to meet the personal needs of the job seeker. Fees for this class are waived for students meeting income guidelines.*

Financial Literacy \$70 5:30-7:30 PM MW 2/2-3/11 Rm 15

This course is designed to provide employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make more informed decisions relating to their role as a member of the workforce. Topics include, but are not limited to wage improvement plans, workplace business concepts and basic economic literacy concepts. Fees for this class are waived for students meeting income guidelines.*

Computers

Microsoft IT Academy Certification Testing

Montgomery Community College has been designated as a testing center for the Microsoft IT Academy Certifications. Exams are available in Microsoft Word, Excel, PowerPoint, Outlook, Access, SharePoint, OneNote, and Office 365. Successful completion in the exams results in certification as a Microsoft Office Specialist. Each certification test costs \$125, including one free exam re-take. Specialized courses can be scheduled for groups seeking to prepare for specific exams. Contact Continuing Education at 910-576-6222, extension 256 to schedule a test or to join a test date.

Basic Computer Skills for the Workplace

This course is designed to introduce computers and computer terms, how to navigate the internet using search engines, develop e-mail capabilities, and assist the student in developing a moderate comfort level with basic computer use for employability. Fees for this class are waived for students meeting income guidelines.*

Basic Computer Skills for the Workplace \$130 1-4 PM MW 1/12-2/25 Rm 216

Basic Computer Skills for the Workplace \$130 1-4 PM MW 3/2-4/20 Rm 216

Technology Awareness for Career Development \$130 1-4 PM TTH 1/27-2/26 Rm 217

This course is designed for the job seeker who needs to update their computer skills for today's job market. The focus of the course will be an introduction to software applications through class projects which include creating a resume, preparing a cover letter, creating a household budget, and creating a job search database. Fees for this class are waived for students meeting income guidelines.*

Introduction to Microsoft Excel

This course is designed for those who are new to Microsoft Excel and need to learn how to use this software from the ground up. Topics to be covered include: Creating a worksheet, shortcuts, formulas, using the function wizard, custom charts and graphs, and printing options. At the completion of this course each student will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a \$125 value for free.

Introduction to Microsoft Excel \$75 1-4 PM M 2/9-3/16 Rm 143

Introduction to Microsoft Excel \$75 6-8 PM MW 2/2-4/27 Rm 141

***Fees for this class are waived for students meeting income guidelines.** Career Planning and Retraining courses are fee-waived for individuals who are unemployed, have received layoff notification, are working and earning 200% of federal poverty guidelines, or who meet federal earned income credit thresholds.

Continuing Education Schedule of Classes

Intermediate Microsoft Excel **\$75** **1-4 PM** **T** **2/3-4/28** **Rm 143**

This course is designed for those who have some experience using Microsoft Excel, but would not classify themselves as an expert. Topics include: Creating a 3-D workbook, data validation and conditional formatting, group/sort/advanced filter and autofilter, merging table data, using the function wizard, creating pivot tables and charts. At the completion of this course each student will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a \$125 value for free.

Advanced Microsoft Excel **\$75** **1-4 PM** **W** **2/4-4/29** **Rm 143**

This course is designed for those who have extensive knowledge in Microsoft Excel and are looking to take their skill set to the expert level and beyond. Topics include: Building checks and controls into your worksheet; creating advanced formulas, formatting and functions; mastering the if/then analysis. At the completion of this course students will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a \$125 value for free.

Quickstart for Microsoft Excel **\$75** **6-9 PM** **MW** **4/6-4/15** **Room 142**

This course is designed for those intermediate to advanced Microsoft Excel users who need a quick tutorial on how to better use Excel. This three (3) day class will cover a brief refresher on Excel, constructing and applying formulas, generating charts, graphs, and reports. At the completion of this course each student will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a \$125 value for free.

MOS Certification Prep Class **\$75** **6-8 PM** **M** **1/26-2/23** **Rm 142**

This course is designed for those who are proficient with various Microsoft Office applications and would like to earn the industry-recognized credential for the computer skills they have mastered. The MOS Certifications are offered in Excel, Word, PowerPoint, Access, Outlook, SharePoint, OneNote and Office 365. This course includes both classroom and web-based instruction. At the start of each class meeting the instructor will be available to review the designated Microsoft Office topic. Once the review is complete the instructor will then proctor the Microsoft Office Specialist exam designated for that week. Course material will be posted online for review; the instructor will be available online and in the classroom to answer any questions about the material. Each certification test is normally \$125, but individuals can test in five (5) areas at no cost while registered in this course. That's a savings of \$625.

Microsoft PowerPoint **\$75** **1-4 PM** **F** **2/6-5/1** **Rm 143**

This course is designed for all levels of experience with PowerPoint and will cover design, layout, graphics and integrating Word and Excel into presentations. Make your next presentation pop with the skills you learn in this course. At the completion of the course each student will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a \$125 value for free.

Microsoft Word **\$75** **1-4 PM** **TH** **2/5-4/30** **Rm 143**

This course is designed for all levels of experience with Word. The course will cover document creation, formatting and customization; creating reports; inserting tables, lists, footnotes and citations; formatting objects and images; and other useful word processing operations. At the completion of this course each student will be eligible to take the Microsoft Office Specialist (MOS) certification test at no additional cost, a \$125 value for free.

Continuing Education Schedule of Classes

Finance

Certified Bookkeeper Prep \$305 5:30-7:30 PM MW 2/4-4/29 Rm 143

This course prepares working bookkeepers and accounting students for the American Institute of Professional Bookkeepers (AIPB) Certified Bookkeeper (CB) exam. Students should have intermediate to advanced bookkeeping skills before taking this course. Topics that will be covered are: adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Exam must be taken at a designated Prometric test center. Centers are located in Greensboro, Charlotte, or Raleigh.) Cost includes registration in the Certified Bookkeeper's Program, a six workbook set, and NC Community College registration fee. Exam costs are covered under the GI bill. Exam fee is \$200 payable to Prometric.

Banking: Pre-Teller Training \$70 6-9 PM M 1/26-3/16 Rm 224

This course is designed for persons interested in becoming bank tellers and cashiers. Topics to be covered include: 1) bank profitability, 2) cash and cash handling, 3) checks and other transactions, 4) balancing and setting, and 5) security threats and their detection.

Banking: General Principles \$70 6-9 PM T 1/27-5/5 Rm 105

This course is designed to prepare individuals for a career with various banking institutions. Course work includes: 1) banks and the monetary system, 2) relationship of banks to depositors, 3) payment functions, 4) bank loans and accounting, and 5) regulations and examinations.

QuickBooks Basic Training \$75 6-9 PM TTH 2/10-3/ Rm 143

This course is designed to carry the QuickBooks user to a more sophisticated level of use in QuickBooks. Experienced or new QuickBooks users will learn to fully utilize all the features of QuickBooks for home or business purposes. The course also allows time for student to customize some aspects of QuickBooks with instructor support.

EMS & Public Safety

EMT Basic \$180 8 AM-5 PM TTH 1/6-/2 Biscoe FD

This course follows the guidelines established by the NC Office of EMS to become an EMT. The enrollment requirements include a HS diploma, GED®, or a 10th grade reading level (testing available at MCC). Students passing the course are qualified to sit for the state test for the final step towards becoming an EMT. Tuition is waived for an affiliated member of a public safety department. There is a required text and workbook (@\$200).

EMS Online

Credentialed EMS providers looking for a more convenient way to earn their state-mandated continuing education units (CEUs) can take their training online with Montgomery Community College's EMS continuing education modules. Two online course modules are scheduled each month – one in Basic Life Support for first responders and EMT-basics, and one in Advanced Life Support for EMT-intermediates and paramedics. All the classes are listed by month, and updates can be found on the MCC website under Continuing Education.

Basic Life Support	Month
Obstetrics	January 15
Head and Spine Injuries	February 1
Chest Injuries	March 15
Behavioral Emergencies	April 15
Pediatric Emergencies	May 15
Abuse, Neglect and Assault	June 15

Continuing Education Schedule of Classes

Advanced Life Support	Month
Obstetrics	January 15
Spine Injuries	February 15
Thoracic Injuries	March 15
Behavioral Emergencies	April 15
Pediatrics	May 15
Abuse, Neglect and Assault	June 15

Foreign Languages

Spanish Language Skills

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate simple Spanish phrases.

Spanish Language Skills	\$180	9AM-12PM	MT	2/2-4/28	Rm 224
Spanish Language Skills	\$180	7-9 PM	MT	2/3-4/30	Rm 236

Health, Safety & Fitness

Community CPR

MCC can schedule CPR and first aid for groups, agencies, or businesses. Call Continuing Education at (910) 576-6222, extension 255 for more information and custom scheduling.

Infant, Child, and Adult CPR and First Aid

Initial Certification & Recertification (Recertification students attend afternoon or 2nd day only.)					
	\$58	8 AM-5 PM	S	2/21	Rm 103B
	\$58	8 AM-5 PM	F	3/27	Rm 103B
	\$58	6-10 PM	TTH	4/14 & 4/16	Rm 103B

CPR for Health Care Providers

Initial Certification & Recertification (Recertification students attend afternoon or 2nd day only.)					
	\$58	6-10 PM	TTH	1/20 & 1/22	Rm 103B
	\$58	8 AM-5 PM	F	3/6	Rm 103B
	\$58	8 AM-5 PM	S	5/16	Rm 103B

GetFit StayFit Back Pack Boot Camp

Combining back pack training with body weight training will not only improve your overall physical body strength, but will also improve your mind through the mental challenge of the extra weight. Using a weighted pack for walking and hiking on hills or level paths tests your stamina, builds strong legs and hips, and results in strength. Required equipment: 10 lbs. of weight (any items with mass) and a 4-5 foot long stick weighing 3-4 lbs. Pre-registration is required. Please plan to attend one registration session.

GetFit StayFit Back Pack Boot Camp Registration	6 PM	T	4/7	Rm 105
GetFit StayFit Back Pack Boot Camp Registration	6 PM	TH	4/9	Rm 105
GetFit StayFit Back Pack Boot Camp Class	\$45 6-7:15 PM 8-9:15 AM	MTH S	4/13-6/8	BLET field

Continuing Education Schedule of Classes

Health Occupations

Activity Director \$180 6-9 PM TTH 1/27-4/2 Rm 103

This course is designed specifically to meet the training requirements prescribed by the NC Division of Health Service Regulation-Adult Care Licensure Section for personal care staff and the direct supervisors working in adult care homes (seven or more beds) and family care homes (two - six beds).



Nursing Assistant I & II

All entering students are required to attend at least one information session. If you cannot make an information session please call (910) 576-6222, extension 255 to be placed on a call list.

To register, applicants must:

- 1) Show a valid driver's license and Social Security card.
- 2) Show evidence of a high school diploma, GED®, or obtain the required reading level test score. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 149.
- 3) Students must have a TB skin test report before the first day of the course.

Nursing Assistant Info Sessions			
6 PM	T	3/24	Rm 105
6 PM	T	4/14	Rm 105

Registration for Spring NA Classes			
8 AM	M	12/8	Rm TBA

Nursing Assistant I

This class introduces students to the skills and competencies needed for basic patient care in a health care setting. After successful completion of the course, the student can provide safe, effective, basic nursing care in a variety of health care facilities under the supervision of licensed nurses and/or other approved personnel. Students must complete clinical rotations as part of the course. *Please note: Nurse Assistant Hybrid courses require online, classroom and clinical participation.

Nursing Assistant I	\$235.60	5:30-10 PM	MW1/12-5/12	157/151
Nursing Assistant I	\$235.60	8 AM-3 PM	MTWTH	3/23-5/12 157/151
Nursing Assistant I Hybrid*	\$235.60	8 AM-2:30 PM	MTW & Online	1/12-4/30 157/151 Web
Nursing Assistant I Hybrid*	\$235.60	5:30-9:30 PM	TTH & Online	1/13-4/30 157/151 Web
Nursing Assistant I Hybrid*	\$235.60	8 AM-5:30 PM	SAT/SUN & Online	1/31-4/19 157/151 Web

Nursing Assistant II \$232.60 5:30-9:30 PM MTWTH 1/12-3/26 Rm 148

Students must be listed as a Nursing Assistant I in good standing with the North Carolina Department of Health and Human Services in order to register for the Nursing Assistant II course. Students are taught skills in oxygen therapy, suctioning, tracheotomy care, IV fluid monitoring and discontinuation, nasogastric and gastrostomy feeding procedures, enterostomy care, urinary diversion and urinary catheterization. This course equips the students with advanced skills in providing care for the elderly and older adults. Students will complete clinical rotations as part of the program.

Continuing Education Schedule of Classes

Phlebotomy

All entering students are required to attend an information session. If you cannot make an information session, please call (910) 576-6222, extension 255 to be placed on a call list.

To register, applicants must:

- 1) Show evidence of a high school diploma or GED®.
- 2) Complete a TABE reading assessment with a 10th grade or higher reading level. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 149.
- 3) Show a valid North Carolina ID and Social Security card.
- 4) Attend an information session.

Are you currently working in the health care industry? Are you interested in phlebotomy? We plan to offer a hybrid version of this course. Please contact Andrew Gardner at (910) 576-6222, extension 532 if you are interested or have any questions.

Phlebotomy Info Sessions:	5:00 PM	M	7/20	Rm 105
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Phlebotomy	\$270.60	5:30-9:30 PM	MW	1/12-8/1*	Rm 139
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This course consists of theory and clinical experiences in performing blood collections. Successful completion of the course prepares students to sit for the American Society of Phlebotomy Technicians (ASPT) National Certification Examination. A textbook is required.

***Class sessions end 4/29. Phlebotomy clinical rotations end in August, 2015.**

Insurance

Insurance Agent Continuing Education

These courses are for licensed insurance agents to obtain their required 24 ICECs per two-year period. Agents should review the NCDOL website at www.ncdoi.com for additional information about their CE requirements. A producer/agent number is required when enrolling in courses. Mandatory Ethics courses (required every 2 years for all agents) and mandatory Flood courses (required every 4 years for P&L agents) are offered each spring semester. All courses are approved and offered under Walter Batista, provider #562268129.

Please contact Lewis Edwards at (910) 576-6222, extension 215 if you are in need of a class.

Lunch Time Business Series

Communication Skills	\$70	1-2 PM	TTH	1/13-3/25	Rm 136
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This course is designed to help you improve interpersonal skills for the workplace including: 1) dealing with conflict, 2) improving conversational and listening skills, and 3) identifying nonverbal cues in an intercultural setting.

Technical Writing	\$70	1-2 PM	MW	1/12-3/30	Rm 136
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This course is designed to teach skills related to the layout and design of technical reports used in business and industry. Topics include: 1) audience analysis, 2) data collection and analysis, 3) technical writing style and organization, 4) oral presentation of technical data, and 5) appropriate use of graphics in written and oral presentations.

Business Writing	\$70	12-1 PM	TTH	1/13-3/26	Rm 136
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This course is designed to help you improve business writing skills in the following areas: 1) correspondence, 2) reports, 3) newsletters, 4) procedures manuals, 4) proposals, 5) logical organization of writing, 6) precise use of grammar, and 7) appropriate selection and use of informational sources.

Customer Service	\$70	12-1 PM	MW	1/12-3/30	Rm 136
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This course is designed to teach entry-level skills in customer service for a variety of service-related industries. Topics include: 1) telephone etiquette, 2) office safety and etiquette, 3) job readiness skills, 4) keyboarding, 5) teamwork, 6) problem solving, 7) attitude and self-esteem, 8) time management, and 9) written and oral communication.

Continuing Education Schedule of Classes

Mechanical

Power Equipment

Small Engine Mechanics I \$181.60 8:30 AM-12 PM MW 1/27-3/17 Rm 160

This course will provide an introduction to the parts and operation of small gasoline engines such as those used on weed eaters, blowers, mowers, small tractors and garden tillers. Students will learn the basics of the carburetor, the ignition, tune-ups, minor repairs and troubleshooting.

Notary Public Education

eNotary \$75 9 AM-12 PM F 4/24 Rm 141

An applicant who wishes to become an eNotary in NC must hold a valid commission as a notary public in NC. The notary must successfully complete the eNotary three-hour course of instruction and pass the course with at least an 80% passing rate on the final exam. Students must purchase the Electronic Notarization Manual from the NC Dept. of the Secretary of State at www.sosnc.com or at (919) 807-2295. ISBN# 978-0-9798170-0-7.

Notary Public Education

This seven-hour course is required for individuals to obtain a North Carolina Notary Public Commission. Participants must be at least 18 years old; must reside legally in the United States and reside or work in North Carolina; must speak, read, and write English; and must possess a high school diploma or GED®. Each notary public candidate must verify his/her identity by presenting a state or federal government issued photo identification document, such as an NC driver's license or a US passport. Students must acquire and review the required manual Notary Public Guidebook for North Carolina 10th Ed. before class begins. The manual is available in the MCC General Store or directly through the NC Dept. of the Secretary of State at www.sosnc.com. ISBN# 978-1-56011-480-2.

Notary Public Education	\$70	5:30-9 PM	TTH	2/17 & 2/19	Rm 237
Notary Public Education	\$70	8:30 AM-4 PM	S	3/14	Rm 136
Notary Public Education	\$70	5:30-9 PM	TTH	4/7 & 4/9	Rm 237

Personal Interest

Advanced Beekeeping \$25 6-9 PM M 3/2-4/20 Rm 230

This course is for experienced beekeepers or those students who have completed Introduction to Beekeeping course. This course examines best practices in hive maintenance, set-up and hive inspections, and proper medication management.

ATV Training and Certification*

This course is to provide safety education and training to both leisure riders and field personnel. The program consists of safety education and driver skills training. It complies with the curriculum guidelines recommended by the ATV Safety Institute.

ROV Training and Certification*

The ROV basic training and certification is designed for current and prospective recreational off-highway vehicle users and is conducted by ROV Driver Coaches who are specially trained and authorized to conduct the course. The RBDC is a training opportunity that provides current and experienced ROV users to learn and practice basic skills and techniques. It addresses basic operation and emphasizes safety awareness related specifically to ROV operation. The overall aim is to provide for driver development in the areas of skill and risk management strategies, including learning experiences to foster driver gains in basic knowledge, skill, attitude, values, and habits.



Continuing Education Schedule of Classes

4-wheel Drive Training*

This 4x4 driving training is designed to teach advanced level driving. This is the perfect off-road training course to acquire the necessary skills to prevent getting stuck in extremely rocky/muddy environments and learn professional techniques to save your equipment from breaking down. Absolutely no previous 4WD experience required - just the desire to become a safer, smarter driver. If you have a driver's license, you can learn what it takes to successfully negotiate the toughest four-wheel drive trails or any other difficult off-road challenge.

ATV and ROV Training & Certification, and 4-wheel Drive Training fees and dates to be announced. Training will take place at Uwharrie Off-road Training Center, 4026 NC Highway 109 North, Uwharrie, NC 27371.

Beginning Jazz Dance	\$50	6-7 PM	T	1/26-3/16	Rm 231
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Beginning Jazz Dance will be a course for the first time dance student or for someone who has taken dance previously. The class will focus on jazz dancing as a source of fitness, exercise, and fun. Students will gain skills such as flexibility and stamina by doing warm-ups, stretching, and learning basic dance moves. Students will also learn short jazz combinations each week to upbeat R & B, hip hop, and pop music. Comfortable attire that allows freedom of movement is recommended. Students may wear dance shoes, tennis shoes, or may choose to go barefooted.

Cake Decorating	\$75	6-9 PM	TH	2/5-3/12	Community Kitchen in Star, NC
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Learn to decorate cakes and cupcakes professionally for fun, family, or profit. Topics include selecting decorating tools and how to prepare a cake and icing for decoration. Participants will learn how to ice different shapes of cake, make borders, flowers (including roses), novelty and character cakes, and other decoration techniques. A list of supplies is available when you register.

Handbuilding with Clay	\$72	6:30-9:30 PM	M	3/16-5/4	Rm 301
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Students will learn how to construct wares by hand from coils of clay. They will also learn to form a more complex slab-built sculpture. The instructor will have examples of hand built work and give step-by-step instructions on how to duplicate it or create a unique piece of art. The class will cover various techniques and glaze applications. A per-pound clay fee will be charged to students for pieces fired.

Multi Media Art	\$45	9:30 AM-2:30 PM	T	3/31-5/19	Rm 103B
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Beginning-to-advanced level students work in an open studio with an instructor one-on-one with as much or as little guidance as needed. Choose any medium from which to work including oils, acrylics, watercolors and pen/pencil.

The Perfect Massage	\$50	6-8 PM	W	2/11-3/25	Rm TBD
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This course is designed to teach students about the importance of self-care. The instructor will cover basic massage therapy, body awareness, muscle stress, and spa treatments with the inclusion of aroma therapy. Instructor will provide handouts as needed.

Real Estate Broker Continuing Education

Real Estate Broker Continuing Education

The NC Real Estate Commission requires all licensed real estate brokers to take the Real Estate Update course or the BIC (Brokers in Charge) Update, and at least one elective annually. Students may take one or both classes for a single registration fee. All course materials are included in the fee.

Real Estate Update	\$75	8 AM-12 PM	S	2/28	Rm 141
Real Estate BIC Update	\$75	8 AM-12 PM	S	2/28	Rm 143
Real Estate Elective	\$75	12-5 PM	S	2/28	Rm 141

Continuing Education Schedule of Classes

Skilled Trades

NEW! Electrical Technician Program

Students may take the Electrical Technician program as either a curriculum (college credit) program* or a continuing education (non-credit) program.

Motors and Controls	\$180	6-10 PM	TTH	1/12-5/6	Rm 500
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This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

Circuits	\$180	1-4:30 PM	TTH	1/12-5/6	Rm 500
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This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

Wiring	\$180	8 AM-12 PM	TTH	1/12-5/6	Rm 500
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This course is designed to cover the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm's law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electrical Code will be covered.

DC/AC Electricity

This course introduces the fundamental concepts of, and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment, and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

DC/AC Electricity	\$180	12:30-5:30 PM	F	1/12-5/6	Rm 500
DC/AC Electricity	\$180	6-8:30 PM	MW	1/12-5/6	Rm 500
DC/AC Electricity	\$180	3-5:30 PM	MW	1/12-5/6	Rm 500



Heating, Ventilation & Air Conditioning (HVAC)

Students may take the HVAC program as either a curriculum* (college credit) program or a continuing education (non-credit) program. The daytime program is offered as either curriculum or continuing education. The evening program is offered as continuing education only. Successful completers of either program are eligible to take the NATE certification exam.

The daytime HVAC certificate program is divided into two courses offered over two consecutive semesters and must be taken in the following sequence unless approved by the instructor.

- 1) Fall Semester: Refrigeration & Air Conditioning
- 2) Spring Semester: Heating and Heat Pumps

The evening HVAC certificate program is divided into three courses offered over three semesters and must be taken in the following sequence unless otherwise approved by the instructor:

- 1) Fall Semester: Refrigeration and Air Conditioning
- 2) Spring Semester: Heating and Heat Pumps I
- 3) Summer Semester: Heating and Heat Pumps II

*If you are interested in the Electrical Technician or HVAC curriculum program, please see Page 30 for application and registration information for curriculum programs.

Continuing Education Schedule of Classes

VAC Sequence 1

Heating and Heat Pumps

\$181.60

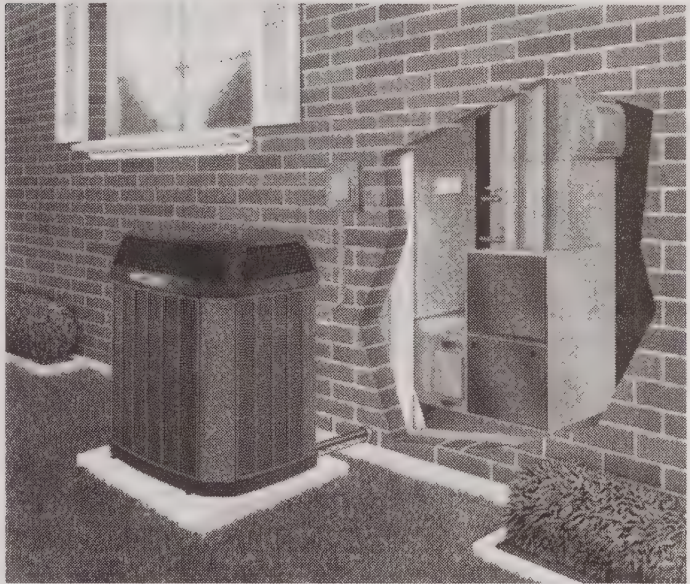
5-9 PM

MW

1/12-5/6

Rm 168

This course covers the fundamentals of heating including oil, gas, electric heating systems, principles of air source, and water source heat pumps. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. Students will also be able to understand and analyze system performance and perform routine service procedures.



Heat Pump Technology

\$181.60

8 AM-12 PM MTW

3/9-5/6

Rm 168

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon successful completion, students will be able to understand and analyze system performance and perform routine service procedures.

Heating Technology

\$181.60

8 AM-12 PM MTW

1/12-3/4

Rm 168

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

HVAC Servicing

\$181.60

8 AM-4:30 PM

TH

1/15-5/7

Rm 168

This course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain and service HVAC equipment.

NATE Certification Testing

\$125

NATE Certification Testing is scheduled for groups. Contact Ed Hinson at MCC (hinsone@montgomery.edu) if you are interested in sitting for the NATE Certification test or would like to arrange NATE testing for a group.

Production Technician Certification Preparation

This course is designed to train students in the production skills needed to be successful in manufacturing today. Students will learn manufacturing skills related to safety procedures, applications of manufacturing skill sets, and preparation for success in completing the examinations leading to becoming a Certified Production Technician (CPT). Upon successful completion of all four modules, students will be awarded the CPT certificate.

Production Tech Certification Prep

8 AM-12 PM

T

1/13-5/5

Rm 142

8 AM-5 PM

W

1/13-5/5

Rm 103B

180 CPT Registration

60 CPT Test Registration

40 Assessment fee per each module (total of 4 modules)

400 Total Registration/Assessment fees

Continuing Education Schedule of Classes

Welding

The Welding program is designed to provide students with the skills necessary to pursue one or more welding certifications and to exit the program job ready. The first courses listed in our current schedule are designed to serve both the beginning student and those with some experience. Currently, the Welding program is divided into three preparatory levels with all classes meeting at the same time:

- 1) Introduction to Welding: MIG, TIG, & Stick
- 2) Intermediate Welding
- 3) Welding Certification Preparation

Intro to Welding: MIG, TIG, & Stick \$201.60 7:30 AM-2:30 PM MTW 1/12-5/6 Rm 173

This course teaches the fundamentals of welding and cutting and covers safety, oxyacetylene welding, torch cutting, arc welding, and MIG and TIG welding. By the end of the course, students should have entry-level knowledge of the welding process and depending upon individual ability, advance to Intermediate Welding or the Certification Preparation course.

Pipe Welding \$201.60 7:30 AM-2:30 PM MTW 1/12-5/6 Rm 173

This course teaches the fundamentals of welding and cutting and covers safety, oxyacetylene welding, torch cutting, arc welding, and MIG and TIG welding. By the end of the course, students should have entry-level knowledge of the welding process and depending upon individual ability, advance to Intermediate Welding or the Certification Preparation course.

Welding Certification Prep

This course is designed to prepare students for the American Welding Society's welding certification. This course is open only to experienced welders or students who have successfully completed the MCC Introduction to Welding course. The instructor holds certifications from the American Welding Society (AWS), American Society for Mechanical Engineers, American Petroleum Institute. The instructor is a Certified Welding Inspector and Certified Welding Educator through AWS. Students can take certification test welds in the class with the instructor when ready.

Welding Certification \$201.60 7:30 AM-2:30 PM MTW 1/12-5/6 Rm 173

Welding Certification \$201.60 8 AM-2 PM S 1/17-4/25 Rm 173

MONTGOMERY COUNTY HIGH SCHOOL SENIORS

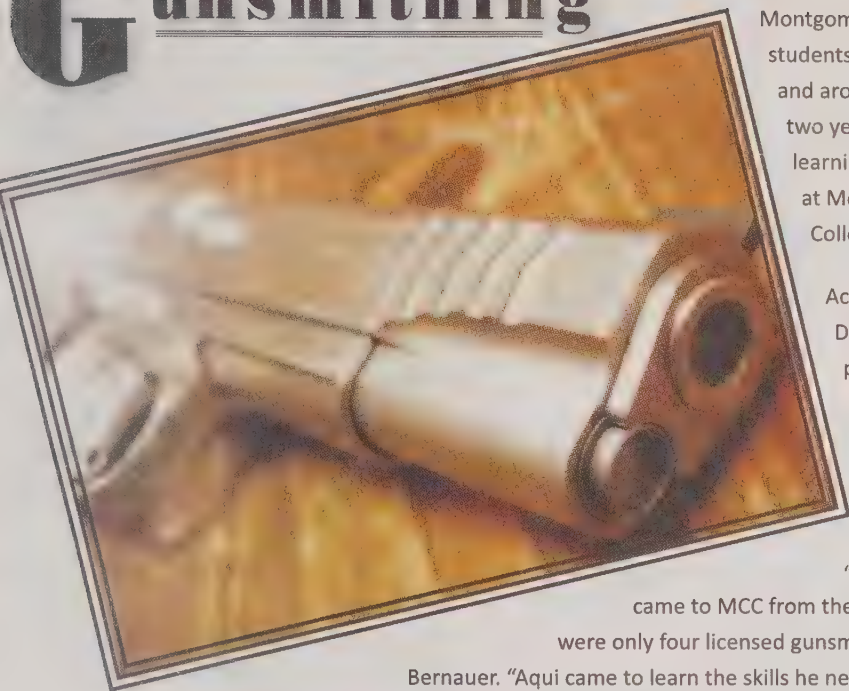
You have an automatic scholarship to
Montgomery Community College

Through the Montgomery Scholars Scholarship Program, all Montgomery County high school seniors who apply to Montgomery Community College the fall semester of the year of high school graduation receive a scholarship that will follow them through the completion of their program of study.

Scholarship amounts are based on number of eligible applicants. Contact the MCC Foundation Office at 910-576-6222, extension 209 for details.



Gunsmithing



Montgomery County plays host to students from across the country, and around the world, who spend two years or more living and learning the gunsmithing trade at Montgomery Community College.

According to Wayne Bernauer, Director of the Gunsmithing program, he's had students from Canada, Scotland, South Africa, and as far away as the island of Trinidad.

"When Aqui Bachan came to MCC from the island of Trinidad, there were only four licensed gunsmiths on the island," said Bernauer. "Aqui came to learn the skills he needed to get his gunsmith's license. He's now the 5th licensed gunsmith on the island of Trinidad."

Aqui is one of many students who traveled hundreds (or thousands) of miles to learn Gunsmithing at MCC. Montgomery County has hosted MCC's gunsmithing students from Washington State, California (which, by the way, has its own gunsmithing school), Oklahoma (also has its own gunsmithing school), Louisiana, Vermont, Florida, Oregon, Ohio, Missouri, Michigan, Indiana, New Mexico, Virginia, Pennsylvania (home of "that other" gunsmithing school), Tennessee, Georgia, Mississippi, North Dakota, New Hampshire, West Virginia, South Carolina, and of course, North Carolina. Many gunsmithing students are veterans and some have taken educational leave from active service to learn gunsmithing.

One of the reasons individuals choose MCC is to take advantage of the NRA short-term courses that bring in world-class instructors who teach their specialties.

"Through the NRA classes we're able to offer instruction on the most current trends," said Bernauer. "We were the first school to offer AR-15 classes and we were able to bring in people who knew about them. Handguns are also a big thing. Fifteen years ago we added handgun classes like the 1911 and Beretta classes which are the most popular. They fill up the same day we offer them."

Not only do students wait to get into the NRA short-term classes, there is also a one-year waiting list for the Gunsmithing degree program. In order to accommodate more students, the college opened up an evening and a weekend gunsmithing program in addition to the day program. One of the greatest advantages MCC has over its competition is the corporate partnerships the program has developed over the years.

"Midway USA provided an endowment to keep a current inventory of firearms for students to work on. Brownells provided all the equipment for two new Gunsmithing classrooms, and almost every year they provide us with a new lathe or new milling machines," said Bernauer.

The program has also come to the attention of the National Shooting Sports Foundation, which provided funding to start up the Hunting & Shooting Sports Management program at MCC - the only one of its kind in the country. In addition, the Foundation provided funding for a competitive shooting team. (The program boasts its own 100-yard firing range on-site for test firing.)

MCC students can be found working for the military, Remington, Benelli USA, Hyatts, War Sport, Shooters Supply, USA Training and many more privately-owned gunsmithing shops. A high percentage of the students are self-employed. Graduates have marketable skills in four different trades when they leave MCC: machining, woodworking, metal polishing and mechanical skills.



Metal Engraving

Metal Engraving started as a program at Montgomery Community College in 1984 as a means for Gunsmithing students to add value to their firearms, by learning to embellish them for a custom finish.

In the mid-1990s, Metal Engraving became the first online program at MCC and became popular as a continuing education course.

Today, engraving is a popular weekend program at the college, being offered on Friday evenings and Saturdays. Many Gunsmithing students continue to enroll in the program to pick up skills that will make them more marketable gunsmiths.

Students learn to embellish metal with a hammer and chisel, power engraving devices, acid etching, inlaying precious metals and jewels, bas-relief graving, and sinking scenes into a medium. While air-assist technology has replaced much of the engraving done with a hammer and chisel, the program teaches both methods.

Engraving instructor, Jesse Houser, has been teaching the program since it started, and is himself an MCC Gunsmithing graduate and an accomplished engraver. Houser also teaches NRA short-term courses in engraving at MCC and at Murray State College in Oklahoma.

Engraving students say the most challenging thing about engraving is that you have to have patience. They are quick to point out however, that you don't have to be an artist to learn engraving.



"I am not artistic and I can't draw worth a lick," says Bryan "Ethan" Byrd. "Jesse teaches us ways to get around that, so you don't necessarily have to be an artist to do engraving. Jesse is one of the best teachers I've ever had and you can sit down with this man for any length of time and learn something."

Class sizes are small, which means the instructor can take time with each student to help them hone their skills. Jonathan Haggist says he enjoys the family feel of the classes, and the one-on-one attention he receives while working on his projects in class.

"If we need help on something, Jesse can take the time to actually focus on one thing and make sure we get it perfect," said Haggist.

HUNTING & SHOOTING SPORTS MANAGEMENT

The Hunting and Shooting Sports Management program began at Montgomery Community College as the only one of its kind in the country. The program is a combination of business administration classes with four unique classes that cover principles of hunting and shooting sports and gun shop management.

With funding and guidance from the National Shooting Sports Foundation, Gunsmithing Director, Wayne Bernauer, developed the curriculum with research contributed by all of MCC's Gunsmithing instructors. Bernauer also got input from managers of retail shops like Bass Pro and Gander Mountain. The result was a comprehensive program that teaches about a subject near and dear to most hunters and shooting sports enthusiasts, that also appeals to prospective employers.

The program has the same courses as the business administration program, but gives students an edge for employment at a retail sports shop that sells firearms because of four special courses in hunting and shooting sports.

The first of these courses is the Introduction to Shooting Sports, where students learn the laws regulating hunting with various types of equipment all across the United States. This technical course prepares the students to speak knowledgeably about assorted gear and how and when it can be used legally in different states.

In the Shooting Sports Management course, students learn gunsmithing principles such as basic and custom firearms design, firearm safety, metal and wood finishing, stock fit, shotgun chokes, and other fundamentals, giving the students a well-rounded knowledge of issues that might come up across a retail gun counter.

Students prepare for the rigor of obtaining an ATF license in the Gun Shop Management class, where they learn the federal and state firearms laws regulating the safe handling and purchase of firearms.

From big game safaris, to caribou hunting in the Northwest Territory, the Sports Hunting class covers the fundamentals of firearms and equipment for hunting around the world.

The four Hunting and Shooting Sports courses are also offered as a certificate option. Many MCC Gunsmithing students also take the certificate to make themselves more marketable to the industry, or to equip themselves to handle the day-to-day operations of their own businesses.

The program is offered at MCC in a traditional or hybrid format. A hybrid class is one that involves both classroom and online participation. However, most of the classes are also offered online, and the traditional classes can be taken day or evening, allowing a very flexible schedule.

The real advantage to the Hunting and Shooting Sports Management degree is in giving the graduate more options for employment. As a business administration degree, it equips the grad to work anywhere business skills are needed including government agencies, financial institutions, educational institutions, and business or industry. The four core courses in Hunting and Shooting Sports provide the additional skills for retail hunting and shooting sports businesses.

Computer Information Technology

CIT CERTIFICATE NOW OFFERED TO HIGH SCHOOL STUDENTS

Computer Information Technology (CIT) is now being offered as a Career and College Promise certificate for high school students. The certificate is the same one that a student earns at the college level.

High school students can earn free college credits taking the classes while they learn valuable computer skills, prepare for industry-recognized certifications, explore a potential new career path, and even save or make a few extra bucks repairing their own or others' computers.



The CIT certificate teaches the digital literacy and computing concepts that could give graduates the edge in a potential job situation. Some of the things students learn include security concepts that will prevent attacks on computers, securing a network, securing data, and removing malware. Students even take an exploratory look at encryption.

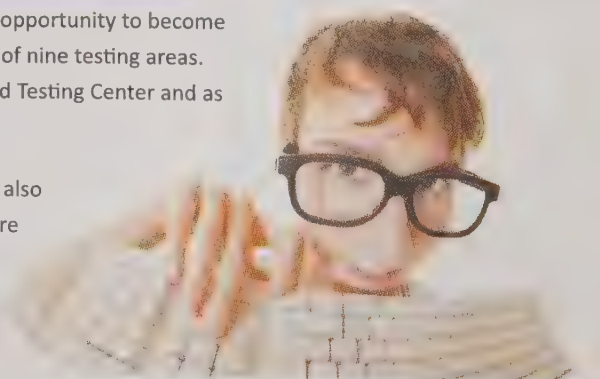
In the Operating Systems course, students learn the functions of operating systems. They learn to load an operating system, install drivers and use maintenance utilities. In the Hardware/Software Support course, students learn to troubleshoot and repair computers, choose compatible parts and even prepare for the A+ certification.

All of the CIT classes are either fully online or require minimal class visits.

MICROSOFT OFFICE SPECIALIST® CERTIFICATION NOW AVAILABLE AT MCC

Another value-added option to the CIT program is the opportunity to become Microsoft Office Specialist® (MOS) certified in any one of nine testing areas. Montgomery Community College is an MOS Authorized Testing Center and as such, offers any registered student FREE testing.

Students enrolled in Continuing Education courses are also eligible to take the MOS testing free of charge. For more information about FREE Microsoft Office Specialist® certification testing contact Computer Information Technology instructor, Marsha Mabry, at mabrym@montgomery.edu.



Career and College Readiness

Adult Secondary Education (formerly GED®)

Classes are offered for the adult who desires to complete studies for the Adult High School Equivalency Diploma (formerly GED®) or to review reading, math, and English skills. Instruction is available to the non-reader.

Before enrolling in a class, an individual must attend a registration/orientation session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minor Release Form to be completed by a parent or legal guardian and the Board of Education before registering. For further information please call the Career and College Readiness Office at (910) 576-6222, extension 254 or 236. **All Career and College Readiness classes are free.**

Registration & Orientation

Every Tuesday, 9:00 AM or 5:30 PM, Room 149

If you are unable to attend one of the above sessions, please contact the Career and College Readiness Office at (910) 576-6222, extension 254, or 236 to arrange an appointment.

Adult High School Equivalency Diploma (formerly GED®) classes

Douglas	8:30 AM-12:30 PM	MTWTH	1/5-5/14	Rm 138
Douglas	12:30-2:30 PM	MTWTH	1/5-5/14	Rm 138
James (Math & Writing)	9 AM-12 PM	F	1/9-5/15	Rm 138
Comer	6-9 PM	MTWTH	1/5-5/14	Rm 138
TBA	TBA	TBA	1/5-5/14	Highland Center

**Cagle	9-11:30 AM	MTWTHF	1/5-5/14	Jesse Cole Ctr. Biscoe
**Cagle	12-3 PM	MTWTHF	1/5-5/14	Jesse Cole Ctr. Biscoe

****Students must apply for the program through Monarch and be approved for day program services to be eligible for these classes.**

Adult High School (Official transcripts required)

McIntyre	8:30 AM-12:30 PM	MTWTH	1/5-5/14	TBA
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English as a Second Language

Would you like, or do you know anyone who would like to . . .

- Learn English in a fun and practical way with experienced teachers?
- Improve reading and writing skills in English?
- Improve skills with regard to communication in the workplace, schools, and community agencies?

This is a great opportunity for you, your family, and your friends. The classes adapt to students of all levels — beginning, intermediate, and advanced — and are completely free. You can begin at any time during the semester. Call 910-576-6222, extension 249 for more information. If we are not here when you call, please leave your name and number, and I will return your call as soon as I can.

For classes in Star, Mount Gilead and Troy, please call (910) 576-6222, extension 249 if interested. Seven (7) students minimum are required to open any of these classes. Please share this information with your relatives, friends, and co-workers. Lead Instructor/Recruiter: Abraham Encinas, MA, encinasa@montgomery.edu.

English as a Second Language - Clases de Inglés
(910) 576-6222, extension 249 e-mail encinasa@montgomery.edu

Clases de Inglés (gratis)

Le gustaría usted, o conoce alguien a quien le gustaría . . .

- ¿Aprender inglés de una manera práctica y entretenida con profesores expertos en ESL?
- ¿Mejorar su habilidad de comunicarse y entender inglés en diferentes situaciones (como en la escuela, el centro de trabajo, bancos, tiendas, etc.)?
- ¿Mejorar sus oportunidades de comunicarse y encontrar trabajo?

Ésta es una gran oportunidad para usted, su familia y sus amigos. Las clases se acomodan al nivel de los estudiantes — principiantes, intermedios y avanzados — y son completamente gratis. Puede empezar en cualquier momento durante el semestre.

Encinas	9 AM-12 PM	L/Mi	1/5-5/13	Iglesia Adventista del 7 Día, Biscoe
Encinas	9 AM-12 PM	M/W	1/5-5/13	7th Day Adventist Church, Biscoe
Morales	5:30-8:30 PM	L/V	1/5-5/16	Centro de la comunidad/biblioteca pública, Biscoe
Morales	5:30-8:30 PM	M/F	1/5-5/16	Community Center/Library, Biscoe
Leal	6-9 PM	L/J	1/5-5/14	Iglesia de Dios Ebenezer, Biscoe
Leal	6-9 PM	M/Th	1/5-5/14	Ebenezer Church, Biscoe
Encinas	5-8 PM	M/J	1/6-5/14	Iglesia Adventista del 7 Día, Biscoe
Encinas	5-8 PM	T/Th	1/6-5/14	7th Day Adventist Church, Biscoe
Encinas	5-8 PM	L/Mi	1/5-5/13	Old EMS Bldg., Candor
Encinas	5-8 PM	M/W	1/5-5/13	(Detrás de los bomberos) Old EMS Bldg., Candor
Encinas	9 AM-12 PM	M/J	1/6-5/14	Old EMS Bldg., Candor
Encinas	9 AM-12 PM	T/Th	1/6-5/14	(Detrás de los bomberos) Old EMS Bldg., Candor
Morales	5:30-8:30 PM	M/J	1/6-5/14	Iglesia Metodista Unida, Candor
Morales	5:30-8:30 PM	T/Th	1/6-5/14	United Methodist Church, Candor
Horner	10 AM-1 PM	Mi/V	1/7-5/15	H & H servicio de impuestos (Belacres)
Horner	10 AM-1 PM	W/F	1/7-5/15	H & H Tax Service (Bellacres)

*Para iniciar clases en Star, Mount Gilead, y Troy, se necesitan siete o más alumnos. Si está interesado, por favor llámenos. Llame al 910-576-6222, extensión 249 para obtener mayor información. En cuanto escuche la contestadora automática, marque 249 para español. Si no estamos cuando llame, por favor deje su nombre y número para llamarle luego. Por favor, comparta esta infamación con sus familiares, amigos y compañeros de trabajo.
Maestro Principal: Abraham Encinas, MA, encinasa@montgomery.edu

Foto a la derecha: El Colegio del Condado de Montgomery recibió al Ballet Folklorico Guadalupano quienes participaron en el evento: “Celebración de la Diversidad” en el mes de Noviembre.

Pictured Right: Montgomery Community College hosted members of the Ballet Folklorico Guadalupano who performed for the college’s Diversity Celebration in November.



Small Business Center Seminars

The Small Business Center is a resource provided by the State of North Carolina and Montgomery Community College to help small businesses succeed. We provide confidential business counseling services, business skills seminars and access to vital resources and information, all free of charge. Advance registration for Small Business Center seminars is recommended. To make an appointment for counseling services, for more information, or to register for seminars, please contact Richard Hinson at 910-576-6222, extension 216, or at hinsonr@montgomery.edu. For seminar locations, please inquire at registration or visit the Small Business Center website at www.montgomery.edu/small-business-center.html. To register online for any of these seminars, visit www.ncsbc.net, select Contact Your Local SBC, then select Montgomery County on the map.

All Small Business Center seminars are free of charge.

Basic Information for Present or Prospective Business Owners & Entrepreneurs

How to Start Your Own Business	6-9 PM	TH	2/19	Mike Bowyer
ABCs of Starting Your Own Business	6-9 PM	TH	4/2	Mike Collins

Learn the basics required to start your own business with minimum risk and limited investment. Analyze potential opportunities to use your skills and resources to start a business. Learn the importance of developing a written business plan before starting your business venture.

Financing Your Business Startup	6-9 PM	TH	2/26	Mike Bowyer
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Learn about various funding sources for business ventures. Find out how the Small Business Technology Development Center (SBTDC) and the Small Business Administration (SBA) can help you in this important process.

Top 20 Businesses to Start in 2015 and Why	6-9 PM	T	3/3	Steve Carver
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Examine a list of over 500 types of businesses and find the top 20 that have the most promise for success in this region in 2015. Learn to determine which type of business you should start based on your experience, resources and investment capital.

How to Write a Business Plan	6-9 PM	TH	3/5	Mike Bowyer
How to Write a Business Plan	1:30-4:30 PM	TBA	TBA	Breon Allen

Learn how to write a business plan to develop your business idea and maximize your opportunity for success. Discover how to create a marketing plan and a cash flow analysis. Learn the financial advantages of starting your business without quitting your present job.

Options for Financing Your New Business	6-9 PM	T	4/14	Marla Coulthard
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Are you looking for money to start or expand a business? You have a lot of options from the Small Business Administration (SBA). Explore the different agencies that help businesses in rural areas. Participants will take home a workbook full of resources.

Marketing Information for Present & Prospective Business Owners & Entrepreneurs

The Art of Marketing a Small Business	6-9 PM	T	3/10	Steve Carver
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Enhance your forecasting, marketing and advertising skills by utilizing guerilla marketing strategies to market your small business. Make your advertising pay for itself by learning how to use these strategies for success.

Marketing Your Business	6-9 PM	TH	3/12	Mike Bowyer
Marketing Your Business	1:30-4:30 PM	TBA	TBA	Breon Allen

Discover inexpensive marketing techniques and ideas that can help a small business prosper. Evaluate your competition and increase your share of the market. Explore marketing systems using the internet.

Small Business Center (910) 576-6222, ext. 216

Market Your Business by Networking in Your Community 6-9 PM T 3/31 Emily Ballance

Are you making the most of the connections and potential sales within your local community? Learn how you can reach potential customers in your local community and gain their trust using face-to-face networking.

Dynamite Marketing on a Firecracker Budget 1:30-4:30 PM TH 4/2 Mike Collins

Learn how to market your business economically with a low-cost marketing plan. Learn how to find new customers and keep existing customers by utilizing these marketing techniques. Learn what marketing strategies will generate the most profits for your business.

How to Rejuvenate Your Business in Candor 6-9 PM T 4/7 Bud Young

This seminar is designed specifically for business owners and entrepreneurs in Candor who want to examine new, affordable marketing techniques to build stronger sales in a “soft” market.

How to Rejuvenate Your Business in Troy 6-9 PM W 4/8 Bud Young

This seminar is designed specifically for business owners and entrepreneurs in Troy who want to examine new, affordable marketing techniques to build stronger sales in a “soft” market.

How to Rejuvenate Your Business in Mount Gilead 6-9 PM TH 4/9 Bud Young

This seminar is designed specifically for business owners and entrepreneurs in Mount Gilead who want to examine new, affordable marketing techniques to build stronger sales in a “soft” market.

How to Market Your Invention 6-9 PM W 4/15 Bud Young

Examine the options available to an inventor, such as obtaining a patent versus obtaining patent pending status, designing and building a prototype yourself versus selecting a manufacturing company to build it for you, and marketing your invention directly to the public versus using a marketing firm.

Marketing Your Art or Craft 6-9 PM T 4/21 Marla Coulthard

Learn how to develop a workable set of goals, objectives, and strategies to create a truly memorable brand that authentically represents you and your art or craft. Learn to successfully promote your art. Create a faithful following and generate growth in sales and income.

Setting Up a Business Website 6-9 PM T 5/19 Teresa Broadway

Participants will be guided through the process of developing a business website including the concepts of effectively marketing your products or services. Learn how to set up a shopping cart and learn about different payment processors. Explore principles of search engine optimization to help you attract more potential customers to your website.

Hands-on Facebook Marketing 6-9 PM TH 5/21 Teresa Broadway

Internet marketing expert Teresa Broadway will set up a Facebook page and demonstrate the basics of establishing the identity of your business, listing your products or services, and providing potential customers with an opportunity to place orders and make payments with your business. Learn how Facebook marketing can help your business generate sales.

How to Start an E-commerce Store 6-9 PM T 5/26 Teresa Broadway

Learn how to expand your market by opening online stores or selling your products through Amazon or other online channels. Evaluate strategies for developing your e-commerce budget, examine the legal aspects of operating an e-commerce store and discover ways to streamline and automate your online order processing procedures.

Social Media Marketing Strategies 6-9 PM TH 5/28 Teresa Broadway

Learn the latest strategies to attract more customers and increase sales with less expense through the power of social media. Discover methods to create a following with Twitter, Facebook, YouTube and other social media sites that will have people talking about your business.

Selling to the Federal Government **1:30-4:30 PM** **TBA** **TBA** **Linn Owen**

The North Carolina Military Business Center (NCMBC) connects small and mid-sized businesses with military and other federal business opportunities. NCMBC services include: a business assistance team that finds opportunities, notifies businesses and helps them develop winning proposals; the State's official, FREE web portal, www.MatchForce.org, which automatically matches NC businesses to federal opportunities; and strategic initiatives to position North Carolina businesses to win future military contracts.

Best Practices for Business Owners & Entrepreneurs

How Home Care Companies Can Benefit from Family Focus **1:30-4:30 PM** **W** **1/21** **Mike Collins**

Home care, Hospice and health care companies can increase customer satisfaction by focusing on family caregivers. Learn how caring for caregivers can be beneficial to your home care business.

How to Make Money with a Café, Coffee House, or Bakery **6-9 PM** **T** **2/17** **Steve Carver**

Learn how to resolve important issues such as leases, equipment, licensing permits, health department inspections, menu selections, and more. Learn how to establish fair portion sizes and fair prices while providing excellent customer service to keep your customers coming back.

How to Enhance Your Negotiating and Forecasting Skills **6-9 PM** **T** **2/24** **Steve Carver**

Learn how to use negotiating tactics involving body language, facial expressions, tone of voice and silence to obtain more favorable prices to increase your profits. Learn how professional forecasting strategies can generate more inventory turns and improve your cash flow. Learn how highly successful seasonal product promotions can increase the profits of your business.

How to Make Money with a Welding Business **6-9 PM** **T** **3/17** **Steve Carver**

Learn how to resolve important issues such as purchasing and leasing equipment, tools, welders and shop fixtures. Learn the importance of defining the services to be offered, licensing permits, establishing prices and providing excellent customer service.

Secrets of Great Customer Service **1:30-4:30 PM** **T** **3/31** **Emily Ballance**

Examine some of the typical reasons that customers leave and what you can do to prevent it from happening. Evaluate customer service from different perspectives and share stories concerning examples of how customer service can impact a small business – the good, the bad and the ugly.

How to Make Money with a Worm Farm Business **1:30-4:30 PM** **TH** **4/16** **Steve Little**

Learn the basics of raising, harvesting, marketing, selling and shipping worms and worm products locally and on the internet. Steve Little operates a successful worm farm business in Lexington. He will display examples of his products and explain the best practices for starting your own worm farm business.

15 Common Mistakes That Will Undermine Your Business **6-9 PM** **TH** **4/23** **Bob Moore**

Examine the 15 most common mistakes that can undermine a small business. This seminar will help participants develop a legal, viable business.

Why Successful Businesses ARE Successful **6-9 PM** **TH** **4/30** **Bob Moore**

After researching hundreds of small businesses in North Carolina, South Carolina, and Virginia for the past nine years, Bob Moore created this seminar which reveals common traits that successful small businesses possess. These businesses have shown growth and have produced handsome profits for their owners. Make your own success with the secrets shared in this seminar.

Strategies for Effective Supervision **1:30-4:30 PM** **TBA** **TBA** **Breon Allen**

Many business owners supervise employees without any management training, or they promote supervisors from the production floor or office pool without supervisory training. This seminar will provide participants with the basic techniques to be effective supervisors. Learn important management principles including effective communication and conflict resolution.

Small Business Center (910) 576-6222, ext. 216

Effective Communication Strategies for Entrepreneurs 1:30-4:30 PM TBA TBA Breon Allen

Communication skills are some of the most powerful business tools a business owner or entrepreneur can possess. Discover how to communicate more effectively with your employees and your customers and how to express your ideas clearly. Learn valuable tips for better written and verbal, face-to-face, and group communication.



How to Deal with Conflict in the Business World

1:30-4:30 PM TBA TBA Breon Allen

Identify the basic causes of conflict and focus on preventing conflicts from disrupting the work environment. Examine what to do when conflicts occur, treat the causes rather than the symptoms, move toward successful resolution, and use the experience to enhance your work environment and improve your business relationships.

Goal, Time and Stress Management for Entrepreneurs 1:30-4:30 PM TBA TBA Breon Allen

Discover how developing effective goal, time and stress management procedures can result in greater productivity, improved results and reduced stress. Learn the keys to effective goal setting and how to manage and minimize the stress that comes with time restrictions and multiple tasks.

Basic Information for Non-Profit Organizations

Starting a Non-Profit Organization 6-9 PM T 3/24 Marla Coulthard

This seminar will take you step-by-step through this process at both the state and federal level to start a non-profit. Participants will receive a customized checklist to ensure that applications are complete.

Grant Writing for Non-Profits and Government Agencies 6-9 PM TH 3/26 Marla Coulthard

Millions of government, foundation and corporate dollars are available to help non-profits carry out projects for their communities. Learn how to tap into these dollars in three comprehensive steps. Participants will receive a workbook containing a list of funding resources.

Financial and Legal Concerns for Business Owners & Entrepreneurs

How to Raise Your Credit Score to 740 Points 6-9 PM TH 1/29 Bob Moore

Increase your credit score significantly within 60 days simply by the way you use your credit card, treat inquiries, make payments and carry balances. Learn how to read a credit report and what factors are used in calculating your FICO or Beacon Score which not only determines whether you can obtain credit, but may also determine interest rates and other costs.

Record Keeping for Business Owners 1:30-4:30 PM W 2/25 Marie Blankenship

This seminar will demonstrate different record keeping options available to business owners. Determine which record keeping system works best for your business and learn best practices for using that option. Resources for record keeping support will be provided. Individuals are encouraged to bring a flash drive for digital storage of resources.

Accounting for Business Owners 1:30-4:30 PM W 3/4 Marie Blankenship

This seminar will provide business owners with a basic understanding of business accounting procedures and reports. Learn to manage money and track expenses; learn what documents to keep and for how long; learn how the bank uses your financial reports to determine future funding; and learn how cash flow will help you make better business decisions.

Accounting, Financial Planning and Taxes 6-9 PM TH 3/19 Mike Bowyer

Whether you do it yourself or have an accountant, this seminar will help you better understand the financial operations of your business. Learn to analyze supply and equipment costs, profit/loss statements, break-even points, and cash flow, which can help generate more opportunities for profit.

Legal Considerations for Small Business Owners

6-9 PM **TBA** **TBA** **Harry Fisher**
Learn the advantages and disadvantages of the basic types of business structures. Learn how much legal protection you need to conduct business, how to design a basic contract to ensure that you will receive prompt payment for your products or services, and evaluate the basic legal needs of your small business through open discussion with an experienced attorney.

LEGAL ISSUES AND YOUR



Legal Strategies for Business Owners - Major Issues

6-9 PM **TBA** **TBA** **Harry Fisher**

Learn how having basic legal documents in place such as Power of Attorney, Healthcare Power of Attorney, Living Will, Key Person Insurance, Testamentary Will, Trust for Minor Children, and Business Agreements as to Death or Withdrawal can protect you from financial disaster. Evaluate your basic legal needs through open discussion with an experienced attorney.

eBay Marketing for Business Owners and Entrepreneurs

Establishing eBay Stores

6-9 PM **T** **3/12** **Nick Hawks**

This seminar is designed for business owners and entrepreneurs who are ready to become eBay store owners. Learn how to start, brand and optimize your eBay store website. Market your eBay store effectively with e-mail newsletters, traffic reports and the markdown manager sales tool. Learn to use the quick store tune-up feature and manage my store page to customize your eBay store. Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 17 years of experience selling on eBay.

Best Practices for Selling on eBay

6-9 PM **T** **5/5** **Nick Hawks**

This seminar is designed for entrepreneurs wanting to make eBay a primary business tool. Learn best practices for setting up an account, listing items for sale, taking payments and shipping. Other topics include: eBay appraisals and research, registering on eBay and starting a seller's account, choosing formats and categories, writing descriptions that sell, submitting photos, analyzing feedback, using PayPal, shipping tips, and pricing philosophies that will make you an eBay top rated seller! Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 17 years of experience selling on eBay.

Building Your Business on eBay

6-9 PM **TH** **5/7** **Nick Hawks**

This seminar is designed for business owners and entrepreneurs who are already selling on eBay who want to establish a continuous retail presence there. Topics include: starting and growing an eBay business, finding merchandise to sell, creating professional listings that can generate sales, marketing your business on eBay, managing active listings effectively, resolving issues and feedback, and protecting your eBay business. Learn valuable tricks of the trade that you have to know to become an eBay Power Seller. Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 17 years of experience selling on eBay.



Selling on eBay with Your Mobile Device

6-9 PM **TH** **5/14** **Nick Hawks**

The eBay apps for iPhone, iPad, Android, Windows Phone, Windows 8, and BlackBerry let you create a listing with a simple form. The eBay apps are synchronized to the eBay website, making it easy to move between your home computer and your mobile device when creating a listing. In this class you will learn how to: set a competitive price for your item, take and add pictures to your listing, finish an incomplete listing, use your item's barcode for ready-made descriptions, create listing preferences, accept PayPal payments, track your listings, provide tracking information to your buyers and more.

Curriculum Schedule of Classes

New Student Information

If you have never attended Montgomery Community College, you may follow these steps to help you get started on a degree, diploma or certificate:

1. Submit a completed admission application (available at www.montgomery.edu, or pick one up at MCC.)
2. Request official high school, GED®, and/or college transcripts.
3. Take the placement test. Visit www.montgomery.edu and click on “Students” and “Testing” for a schedule of placement testing sessions.
4. Apply for financial aid (if desired). Visit www.montgomery.edu and click on “Students” and “Financial Aid” for a step-by-step application.

For non-credit classes, see Continuing Education Registration on page 4.

Registration

Late registration: January 7, 9:00 AM - 11:00 AM & 5 PM - 7:00 PM

Submit your application *now* for Spring term!

Academic Calendar

Spring Semester 2015

January 7.....	Late registration
January 10.....	Classes begin
January 19.....	Martin Luther King Jr. Holiday
January 22.....	Last day for partial tuition refund
March 9.....	Mid-term
March 10.....	2nd 8-week session begins
March 16 - 27.....	Advising for Summer Session (current students)
March 31 - April 2	Spring Break
April 1.....	Financial Aid priority deadline for Summer Session
April 3 - 4.....	Easter holiday
April 6 - 17.....	Summer registration by appointment (new students)
April 10.....	Last day to drop a course with a “W”
May 8	Term ends
May 13	Graduation

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
ACA-085	01C8A	Improved Study Skills (1st 8 weeks)	1	Hopkins	237	TTH	12:30P-01:20P
ACA-085	01C8B	Improved Study Skills (2nd 8 weeks)	1	Beverly	238	TTH	09:30A-10:20A
ACA-085	02C8A	Improved Study Skills (1st 8 weeks)	1	Hopkins	237	TTH	03:30P-04:20P
ACA-085	02C8B	Improved Study Skills (2nd 8 weeks)	1	TBA	238	TTH	03:30P-04:20p
ACA-085	50C8A	Improved Study Skills (1st 8 weeks)	1	Bailey	238	TTH	05:30P-06:20P
ACA-085	50C8B	Improved Study Skills (2nd 8 weeks)	1	Bailey	238	TTH	05:30P-06:20P
ACA-111	018A	College Student Success (1st 8 weeks)	1	Beverly	238	MW	01:00P-01:50P
ACA-111	W18A	College Student Success (1st 8 weeks)	1	Beverly	ONLINE		
ACA-111	W18B	College Student Success (2nd 8 weeks)	1	Beverly	ONLINE		
ACA-122	W18A	College Transfer Success (1st 8 weeks)	1	Nelson	ONLINE		
*ACC-121	01	Principles of Managerial Acct	4	Berry	216	MW	11:00A-01:15P
*ACC-121	W1	Principles of Managerial Acct	4	Berry	ONLINE		
ACC-129	W1	Individual Income Tax	3	TBA	ONLINE		
*ACC-140	W1	Payroll Accounting	2	Berry	ONLINE		
*ACC-150	W1	Accounting Software Application	2	TBA	ONLINE		
AHR-112	018A	Heating Technology	4	Hinson	166/168	MTW	08:00A-11:50A
AHR-112	50	Heating Technology (1st 12 weeks)	4	Whitley	166/168	MW	05:00P-09:00P
AHR-114AB	50	Heat Pump Technology (4th 4 weeks; class starts 4/13/15)	2	Whitley	166/168	MW	05:00P-08:50P
AHR-114	018B	Heat Pump Technology	4	Hinson	166/168	MTW	08:00A-11:50A
*AHR-133	01	HVAC Servicing	4	Hinson	166/168	TH	08:00A-04:20P
AHR-151	01	HVAC Duct System I	2	Hinson	166/168	MW	01:00P-02:50P
AHR-180	01	HVACR Customer Relations	1	Hinson	166/168	M	03:00P-03:50P
AHR-213	W1	HVACR Building Code	2	Hinson	ONLINE		
ALT-120	50	Renewable Energy Technology	3	Furr	501	W	06:00P-09:50P
ART-111	W1	Art Appreciation	3	TBA	ONLINE		
BIO-106	W1	Intro to A&P & Microbiology	3	Bunting	ONLINE		
BIO-111	01	General Biology I	4	Bunting	101	TTH	09:30A-10:45A
						F	08:30A-11:20A
*BIO-112	01	General Biology II	4	Bunting	226 101	MW F	11:00A-12:15P 12:30P-03:20P
*BIO-112	W1	General Biology II	4	Bunting	ONLINE		
BIO-165	01	Anatomy & Physiology I	4	Robinson	102	MW TH	11:00A-12:15P 11:00A-01:50P
BIO-165	50C	Anatomy & Physiology I	4	Moffitt	102	TH	05:30P-08:20P
BIO-165	W1	Anatomy & Physiology I	4	Robinson	ONLINE		
*BIO-166	01	Anatomy & Physiology II	4	Bunting	101	MW TH	11:00A-12:15P 1:00A-01:50P
*BIO-166	02	Anatomy & Physiology II	4	Bunting	101	MW W	11:00A-12:15P 02:00P-04:50P
*BIO-166	50C	Anatomy & Physiology II	4	Robinson	101	TH	05:30P-08:20P
*BIO-166	W1	Anatomy & Physiology II	4	Robinson	ONLINE		
*BIO-275	01C	Microbiology	4	Robinson/ Goforth	102	TH	03:00P-04:50P
BUS-115	01	Business Law I	3	Donovan	229	M	08:00A-10:50A
BUS-115	W1	Business Law I	3	Donovan	ONLINE		
BUS-121	01	Business Math	3	Collins	141	MW	1:30P-03:20P
BUS-121	W1	Business Math	3	Collins	ONLINE		
BUS-153	W1	Human Resource Management	3	Collins	ONLINE		
*BUS-225	01	Business Finance	3	Collins	236	TTH	01:45P-03:45P
*BUS-225	W1	Business Finance	3	Collins	ONLINE		
BUS-230	W1	Small Business Management	3	Collins	ONLINE		
*BUS-260	01	Business Communication	3	Collins	236	TTH	08:00A-09:15A
*BUS-260	W1	Business Communication	3	Collins	ONLINE		

* Prerequisite course(s) required. + Corequisite course(s) required.
PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with “C” (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
BUS-280	01	REAL Small Business	4	Berry	141	TTH	01:45P-03:35P
BUS-280	W1	REAL Small Business	4	Berry	ONLINE		
*CHM-152	01	General Chemistry II	4	TBA	TBA	TBA	TBA
CIS-110	01	Intro to Computers	3	Mabry	141	TTH	08:00A-09:50A
CIS-110	W1	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W18B	Intro to Computers (2nd 8 weeks)	3	Karras	ONLINE		
CIS-110	W1H	Intro to Computers (15 week high school)	3	Karras	ONLINE		
CIS-110	W2	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W2H	Intro to Computers (15 week high school)	3	Karras	ONLINE		
CIS-111	01	Basic PC Literacy	2	Dennis	216	TTH	08:00A-09:20A
CIS-111	02	Basic PC Literacy	2	Dennis	216	T	01:00P-03:50P
CIS-111	50	Basic PC Literacy	2	Glass	216	T	05:30P-08:20P
CIS-111	W1	Basic PC Literacy	2	Glass	ONLINE		
CIS-111	W18B	Basic PC Literacy (2nd 8 weeks)	2	Blake	ONLINE		
CIS-111	W2	Basic PC Literacy	2	Blake	ONLINE		
CIS-111	W3	Basic PC Literacy	2	Glass	ONLINE		
CIS-113	01	Computer Basics	1	Dennis	216	W	02:00P-03:50P
CJC-113	01	Juvenile Justice	3	Wyrick	512	MW	11:30A-12:50P
CIS-113	W1	Computer Basics	1	Glass	ONLINE		
CJC-120	01	Interviews/Interrogations	2	Wyrick	512	F	08:00A-10:50A
CJC-120	W1	Interviews/Interrogations	2	Wyrick	ONLINE		
CJC-121	01	Law Enforcement Operations	3	Wyrick	512	MW	10:00A-11:20A
CJC-121	W1	Law Enforcement Operations	3	Wyrick	ONLINE		
CJC-131	01	Criminal Law	3	Wyrick	512	TTH	11:00A-12:20P
CJC-131	W1	Criminal Law	3	Wyrick	ONLINE		
CJC-132	01	Court Procedure & Evidence	3	Wright	512	MW	03:00P-04:20P
CJC-132	W1	Court Procedure & Evidence	3	TBA	ONLINE		
CJC-160	01	Terrorism: Underlying Issues	3	Wright	512	MW	01:30P-02:50P
CJC-160	W1	Terrorism: Underlying Issues	3	Eury	ONLINE		
CJC-214	01	Victimology	3	Wright	512	TTH	02:00P-03:20P
CJC-214	W1	Victimology	3	Eury	ONLINE		
COE-111	01F	Co-op Work Experience I	1	Strong	Off		
Campus	TBA	TBA					
COM-231	01H	Public Speaking	3	Receiving Bladen	267	TTH	02:00P-03:15P
*CTS-120	50C	Hardware/Software Support	3	Glass	142	*	05:30P-07:30P
		*Class will meet 3 days: 4/20, 4/22, 4/27					
*CTS-130	01	Spreadsheet	3	Mabry	141	MW	08:00A-09:50A
*CTS-130	W1	Spreadsheet	3	Mabry	ONLINE		
CTS-217	W1	Computer Training/Support	3	Mabry	ONLINE		
*CTS-285	W1	Systems Analysis & Design	3	Andrews	ONLINE		
DDT-110	W18A	Developmental Disabilities (1st 8 weeks)	3	Nicholson	ONLINE		
*DDT-120	W18B	Teaching Developmentally Disabled (2nd 8 weeks)	3	Nicholson	ONLINE		
*DDT-210	W18B	DDT Health Issues (2nd 8 weeks)	3	Nicholson	ONLINE		
DDT-220	W18A	Program Planning Process (1st 8 weeks)	3	Nicholson	ONLINE		
DEN-103	018A	Dental Sciences (1st 8 weeks)	2	McAllister	154/175	MTH	01:00P-02:50P
DEN-104	018A	Dental Health Education (1st 8 weeks)	3	McAllister	154 175	MTH T	10:30A-12:20P 09:00A-01:20P
DEN-104	028A	Dental Health Education (1st 8 weeks)	3	McAllister	154 175	MTH W	10:30A-12:20P 09:00A01:20P
*DEN-106	01	Clinical Practice I	5	McAllister	154 175	TWTH F	08:00A-05:00P 12:00P-12:50P
DEN-112	01	Dental Radiography (1st 8 weeks)	3	McAllister	154 175	MTH F	09:00A-09:50A 09:00A-03:50P
DEN-112	01	Dental Radiography (2nd 8 weeks)	3	McAllister	154 175	M F	09:00A-10:50A 09:00A-03:50P
DMA-010	01C	Operations with Integers	1	Hendrix	218	M	11:00A-11:50A
DMA-010	02C	Operations with Integers	1	Hendrix	218	T	09:00A-09:50A
DMA-010	03C	Operations with Integers	1	Hendrix	218	T	03:00P-03:50P
DMA-010	LL	Operations with Integers	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*DMA-020	LL	Fractions & Decimals	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-030	01C	Propor/Ratio/Rate/Percent	1	Hendrix	218	M	12:00P-12:50P
*DMA-030	02C	Propor/Ratio/Rate/Percent	1	Hendrix	218	T	05:00P-05:50P
*DMA-030	LL	Propor/Ratio/Rate/Percent	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-040	01C	Express/Lin Equat/Inequal	1	Hendrix	218	M	01:00P-01:50P
*DMA-040	02C	Express/Lin Equat/Inequal	1	Hendrix	218	T	04:00P-04:50P
*DMA-040	LL	Express/Lin Equat/Inequal	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-050	01C	Graphs/Equations of Lines	1	Klass	218	M	04:00P-04:50P
*DMA-050	02C	Graphs/Equations of Lines	1	Klass	218	T	10:00A-10:50A
*DMA-050	03C	Graphs/Equations of Lines	1	Klass	218	T	06:00P-06:50P
*DMA-050	LL	Graphs/Equations of Lines	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-060	LL	Polynomial/Quadratic Appl	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-070	LL	Rational Express/Equations	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-080	LL	Radical Express/Equations	1	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
DMS-002	01C	Developmental Math Shell 2	2	Hendrix	218	M	09:00A-09:50A
DMS-002	02C	Developmental Math Shell 2	2	Hendrix	218	M	02:00P-02:50P
DMS-002	03C	Developmental Math Shell 2	2	Hendrix	218	M	05:00P-05:50P
DMS-002	04C	Developmental Math Shell 2	2	Hendrix	218	T	11:00A-11:50A
DMS-002	05C	Developmetnal Math Shell 2	2	Hendrix	218	T	01:00P-01:50P
DMS-002	LL	Developmental Math Shell 2	2	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
DMS-003	01C	Developmental Math Shell 3	3	Klass	218	M	10:00A-10:50A
DMS-003	02C	Developmental Math Shell 3	3	Klass	218	M	03:00P-03:50P
DMS-003	03C	Developmental Math Shell 3	3	Klass	218	M	10:00A-10:50A
DMS-003	04C	Developmental Math Shell 3	3	Hendrix	218	T	12:00P-12:50P
DMS-003	05C	Developmental Math Shell 3	3	Klass	218	T	02:00P-02:50P
DMS-003	LL	Developmental Math Shell 3	3	TBA	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
DRE-096	01C8A	Integrated Reading & Writing (1st 8 weeks)	3	Beverly	238	MTW TH	09:30A-10:45A 09:30A-10:50A
DRE-096	50C8A	Integrated Reading & Writing (1st 8 weeks)	3	Beane	238	MW	05:30P-07:20P
*DRE-097	01C8A	Integrated Reading & Writing II (1st 8 weeks)	3	Hopkins	237	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-097	01C8B	Integrated Reading & Writing II (2nd 8 weeks)	3	Beverly	238	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-097	50C8A	Integrated Reading & Writing II (1st 8 weeks)	3	Hopkins	237	MW	05:30P-07:20P
*DRE-097	50C8B	Integrated Reading & Writing II (2nd 8 weeks)	3	Beane	238	MW	05:30P-07:20P
*DRE-098	01C8A	Integrated Reading & Writing III (1st 8 weeks)	3	Beverly	238	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-098	01C8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Hopkins	237	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-098	50C8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Hopkins	237	MW	05:30P-07:20P
ECO-251	W1	Principles of Microeconomics	3	TBA	ONLINE		
+EDU-131	W1	Child, Family & Community	3	Greene	ONLINE		
+EDU-145	W1	Child Development II	3	Brown	ONLINE		
+EDU-151	50	Creative Activities	3	Brown	136	TH	05:00P-07:40P
+EDU-151	W1	Creative Activities	3	Brown	ONLINE		
+EDU-153	W1	Health, Safety, and Nutrition	3	TBA	ONLINE		
*+EDU-221	50C	Children w/Exceptionalities	3	Brown	136	M	05:00P-06:15P
*+EDU-221	W1	Children w/Exceptionalities	3	TBA	ONLINE		
*+EDU-234	W1	Infants, Toddlers, & Twos	3	Ayers	ONLINE		
+EDU-251	50	Exploration Activities	3	Brown	136	W	05:00P-07:40P
+EDU-251	W1	Exploration Activities	3	Brown	ONLINE		
*+EDU-262	W1	Early Childhood Administration II	3	Ayers	ONLINE		

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
+EDU-263	W1	School-Age Program Administration	2	TBA	ONLINE		
+EDU-280	50	Language and Literacy Experiences	3	Brown	136	T	05:00P-07:40P
+EDU-280	W1	Language and Literacy Experiences	3	Brown	ONLINE		
+EDU-282	01	Early Childhood Literacy	3	TBA	136	W	09:00A-11:40A
+EDU-282	W1	Early Childhood Literacy	3	Ayers	ONLINE		
*+EDU-284	W1	Early Childhood Capstone Prac	4	Brown	ONLINE		
ELC-112BB	01	DC/AC Electricity	3	Clark	500	MW	03:00P-05:20P
ELC-112BB	02	DC/AC Electricity	3	Furr	500	F	12:30P-05:20P
ELC-112BB	50	DC/AC Electricity	3	Clark	500	MW	06:00P-08:20P
ELC-113	01	Basic Wiring I	4	Clark	500	TTH	08:00A-12:00P
ELC-117	01	Motors and Controls	4	Furr	500/505	MW	08:00A-12:00P
ELC-117	50	Motors and Controls	4	Furr	500	TTH	06:00P-09:50P
ELC-229	01	Application Project	2	Furr	501	T	08:00A-11:50A
ELN-137	01	Electronic Devices and Circuits	5	Clark	500	TTH	01:00P-04:20P
ELN-229	01	Industrial Electronics	4	Furr	501	TTH	12:30P-03:20P
ENG-101	TXYW	Applied Communications I	3	Hopkins	ONLINE		
*ENG-111	01	Writing & Inquiry	3	Britt	236	TTH	11:00A-12:15P
*ENG-111	02	Writing & Inquiry	3	Britt	236	TTH	12:30P-01:45P
*ENG-111	01C8B	Writing & Inquiry (2nd 8 weeks)	3	Britt	236	MW	11:00A-12:15P
*ENG-111	50C	Writing & Inquiry	3	TBA	229	M	05:30P-06:45P
*ENG-111	W1	Writing & Inquiry	3	TBA	ONLINE		
*ENG-112	01	Writing & Research in the Disciplines	3	TBA	229	TTH	09:30A-10:45A
*ENG-112	W1	Writing & Research in the Disciplines	3	TBA	ONLINE		
*ENG-112	W2	Writing & Research in the Disciplines	3	TBA	ONLINE		
*ENG-112	W3	Writing & Research in the Disciplines	3	TBA	ONLINE		
*ENG-114	01	Professional Research & Reporting	3	TBA	236	F	09:00A-11:50A
*ENG-114	02	Professional Research & Reporting	3	TBA	236	TTH	09:30A-10:45A
*ENG-114	50C	Professional Research & Reporting	3	TBA	236	M	05:30P-06:45P
*ENG-114	W1	Professional Research & Reporting	3	TBA	ONLINE		
*ENG-232	01	American Literature I	3	TBA	229	MW	12:30P-01:45P
FOR-123	01	Forest Botany	3	Thompson	604	MW	02:30P-04:55P
FOR-172	01	Intro to Timber Harvest	3	Strong	605	T	08:30A-01:20P
FOR-172	02	Intro to Timber Harvest	3	Strong	605	TH	08:30A-01:20P
FOR-175	01	Wildlife/Environmental Studies	3	Thompson	604	TTH	11:00A-01:25P
FOR-215	01	Intro to GIS/GPS	3	Boothby	608	T	08:30A-01:20P
FOR-215	02	Intro to GIS/GPS	3	Boothby	608	TH	08:30A-01:20P
*FOR-232	01	Forest Mensuration	4	Thompson	604	MW	09:00A-12:50P
FOR-245	01	Forest Pesticides	3	Strong	605	MW	12:00P-02:25P
*FOR-271	01	Forest Management	3	Thompson	604	TTH	08:00A-10:25A
FOR-282	01	Forest Recreation	3	Strong	605	MW	09:00A-11:20A
GIS-121	W1	Georeferencing & Mapping	3	Lamonds	ONLINE		
GIS-215	W1	GIS Data Models	3	Lamonds	ONLINE		
GSM-123	01	Basic Stockmaking	6	Casey	169/169A	WTH	08:00A-03:00P
GSM-123	50	Basic Stockmaking	6	Casey	169/169A	MT	03:30P-10:00P
GSM-125	01	Barrel Fitting/Alteration	6	Flynn	169/169A	MT	08:00A-03:00P
GSM-125	50	Barrel Fitting/Alteration	6	Flynn	169/169A	WTH	03:30P-10:00P
GSM-223	90	Rifle Stockmaking	6	Mutarelli	169/169A	F S	05:00P-09:50P 08:00A-04:50P
GSM-227	01	Advanced Repair Technology	6	Dye	156	WTH	08:00A-03:00P
GSM-227	50	Advanced Repair Technology	6	Dye	156	MT	03:30P-10:00P
GSM-235	01	Current Gunsmithing Techniques	6	TBA	156	MT	08:00A-03:00P
GSM-235	50	Current Gunsmithing Techniques	6	TBA	156	WTH	03:30P-10:00P
HEA-110	W1	Personal Health/Wellness	3	Raming	ONLINE		
HIS-111	W1	World Civilization I	3	Douglas	ONLINE		
HIS-112	01	World Civilization II	3	Edwards	226	TTH	11:00A-12:15P
HIS-112	W1	World Civilization II	3	Edwards	ONLINE		
HIS-132	01	American History II	3	Edwards	226	TTH	12:30P-01:45P
HSE-112	01	Group Process I	2	Frieary	513	M W	09:00A-10:50A 10:00A-10:50A
HSE-112	W1	Group Process I	2	Frieary	ONLINE		
HSE-123	01	Interviewing Techniques	3	Frieary	513	TTH	11:00A-12:50P
HSE-123	W1	Interviewing Techniques	3	Frieary	ONLINE		
HSE-210	01	Human Services Issues	2	Frieary	513	TTH	10:00A-10:50A
HSE-210	W1	Human Services Issues	2	Floyd	ONLINE		
HSE-227	01	Children & Adolescents in Crisis	3	Frieary	513	MW	11:00A-12:15P
HSE-227	W1	Children & Adolescents in Crisis	3	Floyd	ONLINE		
+HSE-260	W1	HSE Clinical Supervision II	1	Frieary	ONLINE		
+HSE-264	W1	HSE Clinical Experience II	4	Frieary	ONLINE		

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
HUM-110	01	Technology & Society	3	Ray	229	TTH	03:30P-04:45P
*MAT-110	01	Math Measurement & Literacy	3	Zielsdorf	225	TTH	09:30A-11:20A
*MAT-110	02	Math Measurement & Literacy	3	Zielsdorf	225	TTH	02:00P-03:50P
*MAT-121	01	Algebra/Trigonometry I	3	Klass	224	MW	12:30P-02:20P
*MAT-143	01	Quantitative Literacy	3	Zielsdorf	225	MW	02:00P-03:50P
*MAT-171	01C	Precalculus Algebra	4	Zielsdorf	225	MTWTH	11:30A-12:20P
*MAT-172	01C	Precalculus Trigonometry	4	Zielsdorf	225	MW	09:30A-10:45A
						F	TBA
*MAT-272	IS	Calculus II	4	Klass	218	TBA	TBA
*MED-122	01	Medical Terminology II	3	Beaman	139/140	T	01:30P-02:50P
						F	12:00P-01:20P
*MED-122	01C	Medical Terminology II	3	Beaman			
		One class meeting for final exam				Days/times	TBA
MED-131	01	Administrative Office Procedures II	2	Beaman	139/140	M	08:30A-09:20A
						F	09:30A-11:20A
MED-140	01	Exam Room Procedures I	5	Caviness	139/140	MW	09:30A-10:45A
						TTH	09:30A-11:20A
MED-260	01	MED Clinical Externship	5	Caviness	NA	MW	09:00A-12:00P
						F	02:00P-05:00P
MED-262	01	Clinical Perspectives	1	Caviness	139/140	T	08:30A-09:20A
MED-264	01	Medical Assisting Overview	2	Caviness	139/140	T	11:30A-01:20P
*MEG-117	90	Engraving Applications	4	Houser	156	S	08:00A-04:20P
MKT-223	50	Customer Service	3	Morton	141	T	05:15P-07:45P
MKT-223	W1	Customer Service	3	Collins	ONLINE		
MUS-110	W1	Music Appreciation	3	Chesnutt	ONLINE		
NOS-110	W1	Operating Systems Concepts	3	Andrews	ONLINE		
*NUR-102BB	01C8A	Practical Nursing II	8	Hancock	228	T	09:00A-12:50P
		(1st 8 weeks)			148	THF	06:30A-03:20P
*NUR-102BB	02C8A	Practical Nursing II	8	Hancock	228	T	09:00A-12:50P
		(1st 8 weeks)			148	WTH	06:30A-03:20P
*NUR-102BB	50C8A	Practical Nursing II	8	Hancock	148	T	06:00P-09:50P
		(1st 8 weeks)				SSU	06:30A-03:20P
*NUR-103	01C8B	Practical Nursing III	10	Hancock	228	T	09:00A-12:50P
		(2nd 8 weeks)			148	THF	06:30A-03:20P
*NUR-103	02CB	Practical Nursing III	10	Hancock	228	T	09:00A-12:50P
		(2nd 8 weeks)			148	WTH	06:30A-03:20P
*NUR-103	50C8B	Practical Nursing III	10	Hancock	148	T	06:00P-09:50P
		(2nd 8 weeks)				SSU	06:30A-03:20P
OST-130	W18A	Comprehensive Keyboarding	3	Hudson	ONLINE		
		(1st 8 weeks)					
OST-130	W18B	Comprehensive Keyboarding	3	Hudson	ONLINE		
		(2nd 8 weeks)					
*OST-134	W18B	Text Entry & Formatting	3	Parsons	ONLINE		
		(2nd 8 weeks)					
OST-136	W18A	Word Processing	3	Kieliszek	ONLINE		
		(1st 8 weeks)					
OST-155	W18A	Legal Terminology	3	Fagan	ONLINE		
		(1st 8 weeks)					
*OST-156	W1	Legal Office Procedures	3	Fagan	ONLINE		
OST-164	W18A	Text Editing Applications	3	Blankenship	ONLINE		
		(1st 8 weeks)					
*OST-236	W18B	Adv Word/Info Processing	3	Kieliszek	ONLINE		
		(2nd 8 weeks)					
*OST-251	W18B	Legal Document Formatting	3	Fagan	ONLINE		
		(2nd 8 weeks)					
*OST-252	W18B	Legal Transcription	3	Fagan	ONLINE		
		(2nd 8 weeks)					
OST-286	01	Professional Development	3	Blankenship	141	MW	10:00A-11:15A
OST-286	W1	Professional Development	3	Morton	ONLINE		
*OST-289	W18B	Admin. Office Management	3	Fagan	ONLINE		
		(2nd 8 weeks)					
PCC-110BC	01	Intro to Pottery	3	TBA	301	F	08:00A-03:20P
PCC-110BC	50	Intro to Pottery	3	TBA	301	T	05:00P-08:50P
						TH	05:00P-07:50P
PCC-111	01	Functional Pottery I	8	TBA	304	MTW	08:00A-03:00P

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
PCC-111BC	50	Functional Pottery I	3	TBA	304	T TH	06:00P-08:50P 05:00P-08:50P
PCC-118	01	Clay: Special Studies	2	TBA	304	TH	08:00A-11:50A
PCC-132	01	Glaze Formulation	2	TBA	304	TH	01:00P-05:00P
*PCC-211	01	Decorative Pottery	8	TBA	304	MW T	09:00A-04:20P 09:00A-01:30P
*PCC-211BC	01	Decorative Pottery	3	TBA	304	F	09:00A-04:20P
*PCI-264	01	Process Control with PLCs	4	Furr	505 B	MW	01:15P-04:15P
PED-118	01C	Weight Training II	1	Beaman	508	MW	11:35A-12:25P
*PHI-240	W1	Intro to Ethics	3	Lingle	ONLINE		
PMT-110	W1	Intro to Project Management	3	TBA	ONLINE		
PMT-111	W1	Project Management Assessing Risk	3	TBA	ONLINE		
PMT-210	W1	Project Management Issues	3	TBA	ONLINE		
POL-120	01	American Government	3	Brown	230	MW	12:30P-01:45P
PSY-150	01	General Psychology	3	Nelson	230	TTH	09:30A-10:45A
PSY-150	02	General Psychology	3	Nelson	230	TTH	02:00P-03:15P
PSY-150	W1	General Psychology	3	Raming	ONLINE		
PSY-150	W1H	General Psychology	3	Raming	ONLINE		
PSY-150	W2	General Psychology	3	Raming	ONLINE		
*PSY-241	01	Developmental Psychology	3	Nelson	230	MW	11:00A-12:15P
*PSY-241	W1	Developmental Psychology	3	TBA	ONLINE		
*PSY-281	W1	Abnormal Psychology	3	Raming	ONLINE		
REL-111	01	Eastern Religions	3	Hancock	226	MW	03:30P-04:45P
REL-211	01	Intro to the Old Testament	3	Hancock	226	TTH	03:30P-04:45P
REL-211	W1	Intro to the Old Testament	3	Hancock	ONLINE		
REL-212	01	Intro to the New Testament	3	Hancock	226	MW	02:00P-03:15P
REL-212	W1	Intro to the New Testament	3	Hancock	ONLINE		
REL-221	50C	Religion in America	3	Hancock	226	W	05:30P-06:45P
SAB-110	W1	Substance Abuse Overview	3	Floyd	ONLINE		
SAB-137	W1	Co-Dependency	3	Floyd	ONLINE		
SAB-210	W1	Substance Abuse Counseling	3	Floyd	ONLINE		
SEC-110	W1	Security Concepts	3	Andrews	ONLINE		
SOC-210	W1	Intro to Sociology	3	Allen	ONLINE		
SOC-213	01	Sociology of the Family	3	Nelson	230	MW	02:00P-03:15P
SOC-213	W1	Sociology of the Family	3	Savchak	ONLINE		
*SPA-112	01H	Elementary Spanish II	3	Rec. SE	267	MW	11:05A-12:25P
SSM-110	W18B	Intro to Shooting Sports (2nd 8 weeks)	4	Fagan	ONLINE		
SSM-112	W18A	Sports Hunting (1st 8 weeks)	3	Fagan	ONLINE		
SSM-114	W1	Shooting Sports Management	5	Fagan	ONLINE		
TXY-103	01	Mammal Taxidermy	12	Adams	162	MTW	08:00A-04:00P
TXY-103BB	50	Mammal Taxidermy	12	Speer	162	MTW	06:00P-10:00P
WEB-140	01	Web Development Tools	3	Kieliszek	217	TTH	12:30P-02:20P
WEB-140	W1	Web Development Tools	3	Andrews	ONLINE		

ONLINE COURSES

Optional orientations for online and hybrid courses are available online and in the Center for Academic Technology Support (CATS). See the Distance Learning web page for more information at www.montgomery.edu/distance-learning-home.html.

ACA-111	W18A	College Student Success (1st 8 weeks)	1	Beverly	ONLINE
ACA-111	W18B	College Student Success (2nd 8 weeks)	1	Beverly	ONLINE
ACA-122	W18A	College Transfer Success (1st 8 weeks)	1	Nelson	ONLINE
*ACC-121	W1	Principles of Managerial Accounting	4	Berry	ONLINE
ACC-129	W1	Individual Income Taxes	3	TBA	ONLINE
*ACC-140	W1	Payroll Accounting	2	Berry	ONLINE
*ACC-150	W1	Accounting Software Applications	2	TBA	ONLINE
AHR-213	W1	HVACR Building Code	2	Hinson	ONLINE
ART-111	W1	Art Appreciation	3	TBA	ONLINE
BIO-106	W1	Intro to A&P & Microbiology	3	Bunting	ONLINE
*BIO-112	W1	General Biology II	3	Bunting	ONLINE
BIO-165	W1	Anatomy & Physiology	4	Robinson	ONLINE
*BIO-166	W1	Anatomy & Physiology II	4	Robinson	ONLINE
BUS-115	W1	Business Law I	3	Donovan	ONLINE
BUS-121	W1	Business Math	3	Collins	ONLINE

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
BUS-153	W1	Human Resource Management	3	Collins	ONLINE		
*BUS-225	W1	Business Finance	3	Collins	ONLINE		
BUS-230	W1	Small Business Management	3	Collins	ONLINE		
*BUS-260	W1	Business Communication	3	Collins	ONLINE		
BUS-280	W1	REAL Small Business	4	Berry	ONLINE		
CIS-110	W1	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W18B	Intro to Computers (2nd 8 weeks)	3	Karras	ONLINE		
CIS-110	W1H	Intro to Computers (15 week high school)	3	Karras	ONLINE		
CIS-110	W2	Intro to Computers	3	Mabry	ONLINE		
CIS-110	W2H	Intro to Computers (15 week high school)	3	Karras	ONLINE		
CIS-111	W1	Basic PC Literacy	2	Glass	ONLINE		
CIS-111	W18B	Basic PC Literacy (2nd 8 weeks)	2	Blake	ONLINE		
CIS-111	W2	Basic PC Literacy	2	Blake	ONLINE		
CIS-111	W3	Basic PC Literacy	2	Glass	ONLINE		
CIS-113	W1	Computer Basics	1	Glass	ONLINE		
CJC-113	W1	Juvenile Justice	3	Wyrick	ONLINE		
CJC-120	W1	Interviews/Interrogations	2	Wyrick	ONLINE		
CJC-121	W1	Law Enforcement Operations	3	Wyrick	ONLINE		
CJC-131	W1	Criminal Law	3	Wyrick	ONLINE		
CJC-132	W1	Court Procedure & Evidence	3	TBA	ONLINE		
CJC-160	W1	Terrorism: Underlying Issues	3	Eury	ONLINE		
CJC-214	W1	Victimology	3	Eury	ONLINE		
*CTS-120	W1	Hardware/Software Support	3	Glass	ONLINE		
*CTS-130	W1	Spreadsheet	3	Mabry	ONLINE		
CTS-217	W1	Computer Training/Support	3	Mabry	ONLINE		
*CTS-285	W1	Systems Analysis & Design	3	Andrews	ONLINE		
DDT-110	W18A	Developmental Disabilities (1st 8 weeks)	3	Nicholson	ONLINE		
*DDT-120	W18B	Teaching Developmental Disabled (2nd 8 weeks)	3	Nicholson	ONLINE		
*DDT-210	W18B	DDT Health Issues (2nd 8 weeks)	3	Nicholson	ONLINE		
DDT-220	W18A	Program Planning Process (1st 8 weeks)	3	Nicholson	ONLINE		
ECO-251	W1	Principles of Microeconomics	3	TBA	ONLINE		
+EDU-131	W1	Child, Family & Community	3	Greene	ONLINE		
+EDU-145	W1	Child Development II	3	Brown	ONLINE		
+EDU-151	W1	Creative Activities	3	Brown	ONLINE		
+EDU-153	W1	Health, Safety, and Nutrition	3	TBA	ONLINE		
*+EDU-221	W1	Children w/Exceptionalities	3	TBA	ONLINE		
*+EDU-234	W1	Infants, Toddlers, & Twos	3	Ayers	ONLINE		
+EDU-251	W1	Exploration Activities	3	Brown	ONLINE		
*+EDU-262	W1	Early Childhood Administration II	3	Ayers	ONLINE		
+EDU-263	W1	School-Age Program Administration 2	2	TBA	ONLINE		
+EDU-282	W1	Early Childhood Literacy	3	Ayers	ONLINE		
*+EDU-284	W1	Early Childhood Capstone Prac	4	Brown	ONLINE		
ENG-101	TXYW	Applied Communications I	3	Hopkins	ONLINE		
*ENG-111	W1	Writing & Inquiry	3	TBA	ONLINE		
*ENG-112	W1	Writing & Research in the Disciplines	3	TBA	ONLINE		
*ENG-112	W2	Writing & Research in the Disciplines	3	TBA	ONLINE		
*ENG-112	W3	Writing & Research in the Disciplines	3	TBA	ONLINE		
*ENG-114	W1	Professional Research & Reporting	3	Britt	ONLINE		
GIS-121	W1	Georeferencing & Mapping	3	Lamonds	ONLINE		
GIS-215	W1	GIS Data Model	3	Lamonds	ONLINE		
HEA-110	W1	Personal Health/Wellness	3	Raming	ONLINE		
HIS-111	W1	World Civilization I	3	Douglas	ONLINE		
HIS-112	W1	World Civilization II	3	Edwards	ONLINE		
HSE-112	W1	Group Process I	2	Friery	ONLINE		
HSE-123	W1	Interviewing Techniques	3	Friery	ONLINE		
HSE-210	W1	Human Services Issues	2	Floyd	ONLINE		
HSE-227	W1	Children & Adolescents in Crisis	3	Floyd	ONLINE		

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
+HSE-264	W1	HSE Clinical Experience II	4	Frietary	ONLINE		
MKT-223	W1	Customer Service	3	Collins	ONLINE		
MUS-110	W1	Music Appreciation	3	Chesnutt	ONLINE		
NOS-110	W1	Operating Systems Concepts	3	Andrews	ONLINE		
OST-130	W18A	Comprehensive Keyboarding (1st 8 weeks)	3	Hudson	ONLINE		
OST-130	W18B	Comprehensive Keyboarding (2nd 8 weeks)	3	Hudson	ONLINE		
*OST-134	W18B	Text Entry & Formatting (2nd 8 weeks)	3	Parsons	ONLINE		
OST-136	W18A	Word Processing (1st 8 weeks)	3	Kieliszek	ONLINE		
OST-155	W18A	Legal Terminology (1st 8 weeks)	3	Fagan	ONLINE		
*OST-156	W1	Legal Office Procedures	3	Fagan	ONLINE		
OST-164	W18A	Text Editing Applications (1st 8 weeks)	3	Blankenship	ONLINE		
*OST-236	W18B	Adv Word/Info Processing (2nd 8 weeks)	3	Kieliszek	ONLINE		
*OST-251	W18B	Legal Document Formatting (2nd 8 weeks)	3	Fagan	ONLINE		
*OST-252	W18B	Legal Transcription (2nd 8 weeks)	3	Fagan	ONLINE		
OST-286	W1	Professional Development	3	Morton	ONLINE		
*OST-289	W18B	Admin. Office Management (2nd 8 weeks)	3	Fagan	ONLINE		
* PHI-240	W1	Intro to Ethics	3	Lingle	ONLINE		
PMT-110	W1	Intro to Project Management	3	TBA	ONLINE		
PMT-111	W1	Project Management Assessing Risk	3	TBA	ONLINE		
PMT-210	W1	Project Management Issues	3	TBA	ONLINE		
PSY-150	W1	General Psychology	3	Raming	ONLINE		
PSY-150	W1H	General Psychology	3	Raming	ONLINE		
PSY-150	W2	General Psychology	3	Raming	ONLINE		
*PSY-241	W1	Developmental Psychology	3	TBA	ONLINE		
*PSY-281	W1	Abnormal Psychology	3	Raming	ONLINE		
REL-211	W1	Intro to the Old Testament	3	Hancock	ONLINE		
REL-212	W1	Intro to the New Testament	3	Hancock	ONLINE		
SAB-137	W1	Co-Dependency	3	Floyd	ONLINE		
SAB-210	W1	Substance Abuse Counseling	3	Floyd	ONLINE		
SEC-110	W1	Security Concepts	3	Andrews	ONLINE		
SOC-210	W1	Intro to Sociology	3	Allen	ONLINE		
SOC-213	W1	Sociology of the Family	3	Savchak	ONLINE		
SSM-110	W18B	Intro to Shooting Sports (2nd 8 weeks)	4	Fagan	ONLINE		
SSM-112	W18A	Sports Hunting (1st 8 weeks)	3	Fagan	ONLINE		
SSM-114	W1	Shooting Sports Management	5	Fagan	ONLINE		
ENG-101	TXYW	Applied Communications I	3	Hopkins	ONLINE		
WEB-140	W1	Web Development Tools	3	Andrews	ONLINE		

HYBRID COURSES

Courses require classroom and online participation.
Optional orientations for online and hybrid courses are available online and in the Center for Academic Technology Support (CATS). See the Distance Learning web page for more information at www.montgomery.edu/distance-learning-home.html.

ACA-085	01C8A	Improved Study Skills (1st 8 weeks)	1	Hopkins	237	TTH	12:30P-01:20P
ACA-085	01C8B	Improved Study Skills (2nd 8 weeks)	1	Beverly	238	TTH	09:30A-10:20A
ACA-085	02C8A	Improved Study Skills (1st 8 weeks)	1	Hopkins	237	TTH	03:30P-04:20P
ACA-085	02C8B	Improved Study Skills (2nd 8 weeks)	1	TBA	238	TTH	03:30P-04:20p
ACA-085	50C8A	Improved Study Skills (1st 8 weeks)	1	Bailey	238	TTH	05:30P-06:20P
ACA-085	50C8B	Improved Study Skills (2nd 8 weeks)	1	Bailey	238	TTH	05:30P-06:20P
BIO-165	50C	Anatomy & Physiology I	4	Moffitt	102	TH	05:30P-08:20P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*BIO-166	50C	Anatomy & Physiology II	4	Robinson	101	TH	05:30P-08:20P
*BIO-275	01C	Microbiology	4	Robinson			
				Goforth	102	TH	03:00P-04:50P
DMA-010	01C	Operations with Integers	1	Hendrix	218	M	11:00A-11:50A
DMA-010	02C	Operations with Integers	1	Hendrix	218	T	09:00A-09:50A
DMA-010	03C	Operations with Integers	1	Hendrix	218	T	03:00P-03:50P
*DMA-030	01C	Propor/Ratio/Rate/Percent	1	Hendrix	218	M	12:00P-12:50P
*DMA-030	02C	Propor/Ratio/Rate/Percent	1	Hendrix	218	T	05:00P-05:50P
*DMA-040	01C	Express/Lin Equat/Inequal	1	Hendrix	218	M	01:00P-01:50P
*DMA-040	02C	Express/Lin Equat/Inequal	1	Hendrix	218	T	04:00P-04:50P
*DMA-050	01C	Graphs/Equations of Lines	1	Klass	218	M	04:00P-04:50P
*DMA-050	02C	Graphs/Equations of Lines	1	Klass	218	T	10:00A-10:50A
*DMA-050	03C	Graphs/Equations of Lines	1	Klass	218	T	06:00P-06:50P
DMS-002	01C	Developmental Math Shell 2	2	Hendrix	218	M	09:00A-09:50A
DMS-002	02C	Developmental Math Shell 2	2	Hendrix	218	M	02:00P-02:50P
DMS-002	03C	Developmental Math Shell 2	2	Hendrix	218	M	05:00P-05:50P
DMS-002	04C	Developmental Math Shell 2	2	Hendrix	218	T	11:00A-11:50A
DMS-002	05C	Developmental Math Shell 2	2	Hendrix	218	T	01:00P-01:50P
DMS-003	01C	Developmental Math Shell 3	3	Klass	218	M	10:00A-10:50A
DMS-003	02C	Developmental Math Shell 3	3	Klass	218	M	03:00P-03:50P
DMS-003	03C	Developmental Math Shell 3	3	Klass	218	M	10:00A-10:50A
DMS-003	04C	Developmental Math Shell 3	3	Hendrix	218	T	12:00P-12:50P
DMS-003	05C	Developmental Math Shell 3	3	Klass	218	T	02:00P-02:50P
DRE-096	01C8A	Integrated Reading & Writing (1st 8 weeks)	3	Beverly	TBA	MTW TH	09:30A-10:45A 09:30A-10:50A
DRE-096	50C8A	Integrated Reading & Writing (1st 8 weeks)	3	Beane	TBA	MW	05:30P-07:20P
*DRE-097	01C8A	Integrated Reading & Writing II (1st 8 weeks)	3	Hopkins	237	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-097	01C8B	Integrated Reading & Writing II (2nd 8 weeks)	3	Beverly	238	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-097	50C8A	Integrated Reading & Writing II (1st 8 weeks)	3	Hopkins	237	MW	05:30P-07:20P
*DRE-097	50C8B	Integrated Reading & Writing II (2nd 8 weeks)	3	Beane	238	MW	05:30P-07:20P
*DRE-098	01C8A	Integrated Reading & Writing III (1st 8 weeks)	3	Beverly	238	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-098	01C8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Hopkins	237	MTW TH	11:00A-12:15P 11:00A-12:20P
*DRE-098	50C8B	Integrated Reading & Writing III (2nd 8 weeks)	3	Hopkins	237	MW	05:30P-07:20P
*+EDU-221	50C	Children w/Exceptionalities	3	Brown	136	M	05:00P-06:15P
*ENG-111	01C8B	Writing & Inquiry (2nd 8 weeks)	3	Britt	236	MW	11:00A-12:15P
*ENG-111	50C	Writing & Inquiry	3	TBA	229	M	05:30P-06:45P
*ENG-114	50C	Professional Research & Reporting	3	Britt	236	M	05:30P-06:45P
*+MAT-171	01C	Precalculus Algebra	4	Zielsdorf	225	MTWTH	11:30A-12:20P
*MAT-172	01C	Precalculus Trigonometry	4	Zielsdorf	225	MW	09:30A-10:45A
*MED-122	01C	Medical Terminology II	3	Beaman			
		One class meeting for final exam				Days/times TBA	
*NUR-102BB	01C8A	Practical Nursing II (1st 8 weeks)	8	Hancock	228	T	09:00A-12:50P
					148	THF	06:30A-03:20P
*NUR-102BB	02C8A	Practical Nursing II (1st 8 weeks)	8	Hancock	228	T	09:00A-12:50P
					148	WTH	06:30A-03:20P
*NUR-102BB	50C8A	Practical Nursing II (1st 8 weeks)	8	Hancock	148	T	06:00P-09:50P
						SSU	06:30A-03:20P
*NUR-103	01C8B	Practical Nursing III (2nd 8 weeks)	10	Hancock	228	T	09:00A-12:50P
					148	THF	06:30A-03:20P
*NUR-103	02CB	Practical Nursing III (2nd 8 weeks)	10	Hancock	228	T	09:00A-12:50P
					148	WTH	06:30A-03:20P
*NUR-103	50C8B	Practical Nursing III (2nd 8 weeks)	10	Hancock	148	T	06:00P-09:50P
						SSU	06:30A-03:20P
PED-118	01C	Weight Training II	1	Beaman	508	MW	11:35A-12:25P
REL-221	50C	Religion in America	3	Hancock	226	W	05:30P-06:45P

* Prerequisite course(s) required. + Corequisite course(s) required.

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